

**7:00PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
August 1, 2019**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

- Update from Nick Saurez, Bowdoin College PSI Upsilon Fellowship Program- Nick will give the Selectmen an overview of the projects that he worked on during his 10-week internship with the Planning Department.
- Presentation from the Topsham Solar Alternatives Group

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting July 18, 2019.

Public Hearing –

Unfinished Business –

Old Business –

New Business –

19-55- Consideration and any appropriate action on the approval of the Police cruiser bids which were opened on July 12, 2019 at 10:05am.

19-56- Consideration and any appropriate action on adopting a Grant Policy.

Executive Session-

19-57- Consideration and any appropriate action on entering into Executive session pursuant to 1 M.R.S.A. § 405 (6) (C) to discuss the acquisition of real property or economic development.

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: 08/01/2019

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 07-18-2019.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager **Date:** 07/22/2019

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
JULY 18, 2019 – 7:00 P.M

MEMBERS PRESENT: David Douglass
Marie Brilliant
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 July 18, 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.

TOWN MANAGER'S REPORT

The Town Manager's report included:

- There is a new trainee at the recycling center. Ed Caron thanks everyone for their patience in learning the new recycling program and said he has received a lot of cooperation from residents. Selectmen Tufts added that the crew has done an excellent job in training people as they come to the recycling center.
- DOT is doing some emergency repairs on the I-295 bridge. There will be some one lane closures in the next three weeks; first one lane and then the other.
- River Road will be down to one lane at the end of July as work is done on the draining issue. The road will be fully closed the following week. Signs will be posted along with post cards to make people aware of the work.

Update from Denise Tepler, Representative House District #54

This item will be placed on a future agenda.

Update TDI/ECD – John Shattuck, Topsham Economic and Community Development, Inc. Director presented as update on the following:

Business retention, expansion and attraction (BREA) – The Town Manager, Planner and Mr. Shattuck met with representatives of a company considering the construction of a 40-50K SF manufacturing facility at the Grimmel property in Pejepscot Industrial Park. The firm is currently located in South Portland. Mr. Shattuck said if the project proceeds, it will likely trigger the completion of the new road from Grimmel's shredding plant to Route 196 which will get the recycling trucks off the River Road.

Topsham Commerce Park/Annex (TCO) – Mr. Shattuck said Steve Levesque has informed him that MRRA intends to begin the demolition of the Topsham Commerce Park/Annex water tower in August. The project is expected to be completed by mid-fall.

Design Advisory Committee (DAC) – Awaiting cost figures from MDOT regarding supplemental amenities that may be desired by the Town and considered to be beyond the scope of the new bridge construction. In terms of budget years, it will probably be next year. They are unable to include the underpass on our side, stairs and any stone work or brick work.

Cathance River Education Alliance (CREA) – Cathance River Education Alliance and the Brunswick-Topsham Land Trust are continuing their discussions on closer collaboration between the two organizations to gain efficiency and strengthen their programming. This would save both entities money and help strengthen each other.

PUBLIC COMMENT – None Noted.

CORRESPONDENCE – Resignation letters from Helen Kincaid, Topsham Housing Authority and Mary Kate Reny, Topsham Development, Inc. board were acknowledged. Appropriate letters of appreciation have been forwarded to the individuals.

Selectman Lyons read correspondence out loud that she received from a resident at 29 Jesse Road expressing concern with traffic traveling too fast at the rise and curve on that road. Concern was also expressed with individuals parking at the T turnaround/dead end of Jesse Road and tossing out trash. Suggestion was made to install signs saying "No Parking."

ADJUSTMENTS TO THE AGENDA – Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

VOTED

To add Agenda Item 19-54 **CONSIDERATION AND ANY APPROPRIATE ACTION TO MOVE INTO EXECUTIVE SESSION PURSUANT TO SECTION 1 M.R.S.A. 405 (6) (A) TO DISCUSS PERSONNEL MATTERS**

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's Meeting of June 20, 2019.

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

VOTED

To approve the minutes of the Regular Selectmen's Meeting of June 20, 2019 as written.

2. Approval of the minutes of the June 27, 2019 Workshop Meeting.

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

VOTED

To approve the minutes of the Regular Selectmen's Meeting of June 27, 2019 as written.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

19-50 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING THE RFP PROPOSAL FROM WILLIAM CONSTRUCTION TO FIX THE CONCESSION BOOTH

Pam LeDuc, Director of Parks and Recreation said she has been trying for the past 4 weeks to find vendors to fix the roof at the concession booth. Previous companies used are out of business and/or are too busy to do the job. Williams Construction, out of Waterville, have been doing satisfactory work at the fairgrounds and they responded to the RFP. Ms. LeDuc said there is currently \$7,000 in the Capital Reserve line for the project. The bid came in at \$7,560 and Ms. LeDuc said the \$560 can come out of the general outlay of the Parks and Recreation Budget. Selectman Brilliant said Williams Construction is a good company and are doing good work at the Fairgrounds.

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

VOTED

To accept the bid of \$7,560 for Concession Booth repairs at the Foreside Road Facility.

HAPPY BIRTHDAY GREETINGS WERE EXTENDED TO THE TOWN MANAGER AT THIS POINT IN THE MEETING!!!!

19-51 CONSIDERATION AND ANY APPROPRIATE ACTION FOR THE HEAD OF TIDE PARK UPSTREAM BOAT FACILITIES GRANT

Planner Melanson said he and Pam LeDuc have been working with Travis Pryor on the grant application for the Head of Tide Park Upstream Boat Facilities Grant. Bids are due next week. It involves a state program and is an in-depth application process. \$10,000 has been budgeted for a cash match for the project. The grant is a 75/25 cost share with 25% match from the Town. Public Works will work in kind so there will be no cost to the town. It is anticipated that the project will begin in the Spring of next year.

Following discussion, motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the application to be submitted for the Head of Tide Park Upstream Boat Facilities Grant.

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

VOTED

To authorize myself (Chairman David Douglass) to sign a project certification to the Bureau of Parks and Land on behalf of this project.

19-52 CONSIDERATION AND ANY APPROPRIATE ACTION ON SENDING THE THOMAS AVENUE PARKING LOT ISSUE BACK TO THE PLANNING BOARD

The legislative body of Town Meeting clarified the Town's ownership regarding the ROW leading from Thomas Avenue to the Town property. All questions have been answered clearly and legally and the Board of Selectman are now looking to turn this project back over to the Planning Board for consideration. The Town Attorney has reviewed the paperwork and endorses this action.

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

VOTED

To resubmit to the Planning Board for a Thomas Avenue parking lot and to have the Town Attorney represent the Town through the process.

19-53 CONSIDERATION AND ANY APPROPRIATE ACTION ON REALLOCATING DESIGNATED RESERVE FUNDS INTO GENERAL REVENUE FOR FY20 BUDGET

Town Manager Roedner noted his memo to the Board dated June 19, 2019 explaining that with the approval of the Town, County and School budget in May and June, we now have firm expenditure figures for the upcoming Fiscal Year. With the expenditure numbers unknown, but with the new valuations still unknown, we are looking at a maximum of a \$1.78 increase in the mil rate from \$18.73 to \$20.51, a 9.5% increase. The memo is filed with these minutes and lists items for the Board's consideration to help ease the impact on taxpayers this coming year, including

Revenue sharing
School Funding
Tax Revenues, and
Valuation

The Town Manager explained how the Assessor determines figures and known value should be captured by February.

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

VOTED

That we reallocate the funds listed in the Town Manager's Memo dated June 19, 2019 for a total of \$85,149 to the General Revenue for the Fiscal Year 20 budget.

EXECUTIVE SESSION

At 7:48 p.m., motion was made by Selectman Tufts and seconded by Selectman Lyons and unanimously VOTED to move into Executive Session.

19-54 CONSIDERATION AND ANY APPROPRIATE ACTION TO MOVE INTO EXECUTIVE SESSION PURSUANT TO SECTION 1 M.R.S.A. 405 (6) (A) TO DISCUSS PERSONNEL MATTERS

Motion was made by Selectman Tufts and seconded by Selectman Thompson it was unanimously

VOTED

To table the item and adjourn the meeting at 8:06 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 08/01/2019

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: 19-55

(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 the approval of the Police cruiser bids which were opened on July 12, 2019 at 10:05 a.m.

Brief Description of Consent or Agenda Item: The Police Department seeks permission to spend the approved funds under the Capitol Account for the purchase of two Police cruisers. The Police Department received bids from Yankee Ford, Quirk Ford, and Casco Bay Ford. Quirk ford had the lowest bid purchase price of \$62,832.00. Casco Bay Ford has a bid purchase price of \$63,700.00. Yankee Ford has a bid purchase price of \$64,950.00.

Submitted by: Police Chief Christopher A. Lewis

Date :07/12/2019

Memo

To: Board of Selectmen
From: Chief Christopher A. Lewis
cc: Town Manager Rich Roedner
Date: July 24, 2019
Re: Cruiser Purchase

The Police Department seeks permission to spend the approved funds under the Capitol Account for the purchase of two police cruisers. The Police Department received bids from Yankee Ford, Quirk Ford, and Casco Bay Ford. Quirk Ford had the lowest bid purchase price of \$62,832.00. Casco Bay Ford has a bid purchase price of \$63,700.00. Yankee Ford has a bid purchase price of \$64,950.00. This bid process also includes the trading in of our last sedan style vehicle which is a Dodge Charger.

The bids were opened in the second floor conference room on July 12, 2019 at 10:05 a.m. The Police Department would like to purchase the cruisers from Quirk Ford who provided the lowest purchase price of \$62,832.00.

Respectfully,

Chief Christopher A. Lewis



[Fleet] 2020 Ford Police Interceptor Utility (K8A) AWD (Incomplete)

Technical Specifications

Powertrain

Transmission

| | | | |
|-------------------------------------|-----------------|------------------------------------|----------------|
| Drivetrain | All Wheel Drive | Trans Order Code | 44U |
| Trans Type | 10 | Trans Description Cont. | Automatic w/OD |
| Trans Description Cont. Again | N/A | First Gear Ratio (:1) | 4.70 |
| Second Gear Ratio (:1) | 2.98 | Third Gear Ratio (:1) | 2.15 |
| Fourth Gear Ratio (:1) | 1.77 | Fifth Gear Ratio (:1) | 1.52 |
| Sixth Gear Ratio (:1) | 1.27 | Reverse Ratio (:1) | 4.87 |
| Clutch Size | N/A | Trans Power Take Off | N/A |
| Final Drive Axle Ratio (:1) | N/A | Transfer Case Model | None |
| Transfer Case Gear Ratio (:1), High | N/A | Transfer Case Gear Ratio (:1), Low | N/A |
| Transfer Case Power Take Off | No | Seventh Gear Ratio (:1) | 1.00 |
| Eighth Gear Ratio (:1) | 0.85 | Ninth Gear Ratio (:1) | N/A |
| Tenth Gear Ratio (:1) | N/A | | |

Mileage

| | | | |
|-----------------------------|-----|---------------------------|-----|
| EPA Fuel Economy Est - Hwy | N/A | Cruising Range - City | N/A |
| EPA Fuel Economy Est - City | N/A | Fuel Economy Est-Combined | N/A |
| Cruising Range - Hwy | N/A | | |

Engine

| | | | |
|--------------------------|--------------|----------------------|---------------------------|
| Engine Order Code | 99B | Engine Type | Regular Unleaded V-6 |
| Displacement | 3.3 L/204 | Fuel System | Gasoline Direct Injection |
| SAE Net Horsepower @ RPM | 285 @ 6500 | SAE Net Torque @ RPM | 260 @ 4000 |
| Engine Oil Cooler | Regular Duty | | |

Electrical

| | | | |
|-------------------------------------|-----|------------------------------------|-----|
| Cold Cranking Amps @ 0° F (Primary) | 730 | Cold Cranking Amps @ 0° F (2nd) | 730 |
| Cold Cranking Amps @ 0° F (3rd) | N/A | Maximum Alternator Capacity (amps) | 250 |

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Data Version: 8735. Data Updated: Jul 5, 2019 9:56:00 PM PDT.



[Fleet] 2020 Ford Police Interceptor Utility (K8A) AWD (⚠ Incomplete)

Powertrain

Cooling System

Total Cooling System Capacity N/A

Dimensions

Interior Dimensions

| | | | |
|--------------------|---------|----------------------|---------|
| Passenger Capacity | 5 | Front Head Room | 40.7 in |
| Front Leg Room | 40.9 in | Front Shoulder Room | 61.8 in |
| Front Hip Room | 59.3 in | Second Head Room | 40.4 in |
| Second Leg Room | 40.7 in | Second Shoulder Room | 61.2 in |
| Second Hip Room | 59.1 in | | |

Exterior Dimensions

| | | | |
|-----------------------------|----------|-------------------------------|---------|
| Wheelbase | 119.1 in | Length, Overall w/rear bumper | N/A |
| Length, Overall | N/A | Width, Max w/o mirrors | 78.9 in |
| Height, Overall | 69.4 in | Track Width, Front | N/A |
| Track Width, Rear | N/A | Overhang, Front | N/A |
| Overhang, Rear w/o bumper | N/A | Front Bumper to Back of Cab | N/A |
| Cab to Axle | N/A | Cab to End of Frame | N/A |
| Ground to Top of Load Floor | N/A | Ground to Top of Frame | N/A |
| Frame Width, Rear | N/A | Ground Clearance, Front | N/A |
| Ground Clearance, Rear | N/A | Min Ground Clearance | 7.6 in |
| Body Length | 0.00 ft | Rear Door Opening Height | N/A |
| Rear Door Opening Width | N/A | Liftover Height | 30.9 in |
| Cab to Body | N/A | | |

Cargo Area Dimensions

| | | | |
|-------------------------------------|---------|-------------------------------------|---------|
| Cargo Area Length @ Floor to Seat 1 | N/A | Cargo Area Length @ Floor to Seat 2 | 46.2 in |
| Cargo Area Length @ Floor to Seat 3 | N/A | Cargo Box Width @ Top, Rear | N/A |
| Cargo Area Width @ Beltline | 47.9 in | Cargo Box Width @ Floor | N/A |
| Cargo Box Width @ Wheelhousings | N/A | Cargo Box (Area) Height | N/A |
| Tailgate Width | N/A | Cargo Volume | N/A |

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Data Version: 8735. Data Updated: Jul 6, 2019 9:56:00 PM PDT.



QUIRK FORD OF AUGUSTA
LEO CHICOINE | 207-430-1621

[Fleet] 2020 Ford Police Interceptor Utility (K8A) AWD ( Incomplete)

Dimensions

Cargo Area Dimensions

| | | | |
|------------------------|----------------------|------------------------|--------------------|
| Cargo Volume to Seat 1 | 90.3 ft ³ | Cargo Volume to Seat 2 | 52 ft ³ |
| Cargo Volume to Seat 3 | 52 ft ³ | Ext'd Cab Cargo Volume | N/A |

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Data Version: 8735. Data Updated: Jul 6, 2019 9:58:00 PM PDT.

QUIRK FORD OF AUGUSTA

LEO CHICOINE | 207-430-1621

[Fleet] 2020 Ford Police Interceptor Utility (K8A) AWD (Δ Incomplete)

| | |
|--------------------|--------------------|
| Adjustments Total | \$0.00 |
| Destination Charge | \$1,095.00 |
| TOTAL PRICE | \$39,840.00 |

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

Two 2020-Ford SUV. \$66,692.00
MADE-2013 Charger 3,860.00
VIN DH521986

\$62,832.00

Leo Chicoine
President
430-1621

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Data Version: 8735 Data Updated: Jul 6, 2019 9:56:00 PM PDT.

CASCO BAY



July 10, 2019

Chief of Police
Christopher A. Lewis
Topsham Police Department
100 Main Street
Topsham, Maine 04086-1421

Re; police Cruiser Bid

2020 Ford Police Interceptor Utility AWD
All Standard Equipment
K8A – Body Code
500A – Police Package
99B – 3.3L V/6 Gas Engine
44U – 10-Speed Automatic Transmission
Exterior (UM) – Agate Black
Interior (96) – Cloth Front Buckets / Vinyl Rear Seat in Charcoal Black
OPTIONS

43D – Dark Car Feature
51R – Drivers Side Spotlight
549 – Heated Sideview Mirrors
59C – Keyed Alike (1294X)
60A – Pre-wiring for Grille Lamp, Siren and Speaker
66C – Rear Lighting Solutions
63B – Side Marker lights in Side View Mirrors
76R – Reverse Sensing System
86P – Headlight Housing (Pre-drilled holes) Now Standard
86T – Rear Light Housing (Pre-drilled holes)

| | |
|--|-------------|
| Price for (2) 2020 Ford P/I Utility AWD is | \$66,950.00 |
| Price for 2013 Dodge Charger (DH521986) | (3,250.00) |
| Difference is | \$63,700.00 |

If you have any questions, please call.

Sincerely,

Joe Cook

YANKEE Ford

CONFIRMATION

VIRTC1DP

CNGP530 VEHICLE ORDER CONFIRMATION 07/01/19 15:33:48
 ==> Dealer: F11209
 2020 EXPLORER 4-DOOR Page: 1 of 1
 Order No: 0001 Priority: J2 Ord FIN: QL686 Order Type: 5B Price Level: 020
 Ord Code: 500A Cust/Flt Name: TOPSHAM P.D. PO Number:
 RETAIL DLR INV RETAIL DLR INV
 K8A 4DR AWD POLICE \$40615 \$39396.00 60A GRILL WIRING \$50 \$48.00
 .119" WHEELBASE 63B SD MARKER LGHTS 290 273.00
 UM AGATE BLACK 66C REAR LIGHT PKG 455 428.00
 9 CLTH BKTS/VNL R 76R REVERSE SENSING 275 258.00
 6 EBONY 79A PRICE CONCESSN
 500A EQUIP GRP REMARKS TRAILER
 AM/FM STEREO 86T RR TAILLAMP HSG 60 57.00
 99B 3.3L V6 TI-VCT (3530) (3318.00)
 44U 10SPD AUTO TRAN NC NC TOTAL BASE AND OPTIONS 39840 37675.20
 JOB #2 ORDER TOTAL 39840 37675.20
 425 30 STATE EMISS NC NC *THIS IS NOT AN INVOICE*
 43D COURTESY DISABL 25 24.00 *TOTAL PRICE EXCLUDES COMP PRICE ALLOW*
 51R DRV LED SPT LMP 395 371.00
 549 PWR MIRR HTD 60 57.00 * MORE ORDER INFO NEXT PAGE *
 59C KEY CODE 1294X 50 48.00 F8=Next
 F1=Help F2=Return to Order F3/F12=Veh Ord Menu
 F4=Submit F5=Add to Library F9=View Trailers
 S006 - MORE DATA IS AVAILABLE. QC00037

CONFIRMATION

VIRTC1DP

CNGP530 VEHICLE ORDER CONFIRMATION 07/01/19 15:33:54
 ==> Dealer: F11209
 2020 EXPLORER 4-DOOR Page: 2 of 2
 Order No: 0001 Priority: J2 Ord FIN: QL686 Order Type: 5B Price Level: 020
 Ord Code: 500A Cust/Flt Name: TOPSHAM P.D. PO Number:
 RETAIL DLR INV RETAIL DLR INV
 87R RR VIEW MIR/CAM NC NC
 FLEX-FUEL
 153 FRT LICENSE BKT NC NC
 SP FLT ACCT CR (1067.00)
 FUEL CHARGE 5.20
 DEST AND DELIV 1095 1095.00
 TOTAL BASE AND OPTIONS 39840 37675.20
 TOTAL 39840 37675.20
 THIS IS NOT AN INVOICE
 TOTAL PRICE EXCLUDES COMP PRICE ALLOW
 F1=Help F2=Return to Order F7=Prev
 F4=Submit F5=Add to Library F3/F12=Veh Ord Menu
 S099 - PRESS F4 TO SUBMIT 7/1/19 F9=View Trailers

\$37675
- <3200> @RC
BID: \$34,475 EPA UNIT

\$34475
(X2) UNIT

\$63,950
<4000>
 0500037

BID (X2) \$64,950
LESS RTR

VIDP0033

Board of Selectmen Meeting

For the date of: 08/01/2019

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: 19-516

(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 adopting Grant Policy.

Brief Description of Consent or Agenda Item: see attached memo

Submitted by: Rich Roedner, Town Manager

Date: 07-24-2019

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: July 24, 2019
Re: Grants Policy

Our current grant policy requires all grant applications to come to the Board before they are submitted. Normally, this is not an issue, but there are times when we find out about a useful grant opportunity with not a lot of time to spare. This makes getting approval prior to submission difficult.

The attached policy would allow for grant applications, with no local match, to go ahead without Board approval. Acceptance of the grant will still require Board approval.

Where a grant application will include a local match – either cash or in-kind – Board approval will still be required prior to submission.

As is currently the policy, all awarded grants will be required to have Board approval prior to formally accepting them.

Grant Policy

Topsham employees are encouraged to seek out grant opportunities that will help us achieve our goals, improve our operations, and better serve our residents.

1. Grant Applications

Prior to submitting any grant application where a local cash or in-kind match is required, authorization from the Select Board shall be sought. Only upon approval by the Board will an application be submitted.

Where a grant does not require a local cash or in-kind match, authorization to submit the application shall be sought from the Town Manager.

2. Grant Acceptance

Upon notification of grant award, and prior to accepting any grant funds, approval from the Select Board shall be sought. Only upon receiving Board approval shall the acceptance documents be signed and returned to the granting authority.

3. Copies of all approved grant document shall be provided to the Finance Office upon acceptance of the grant.

Board of Selectmen Meeting

For the date of: 08/01/2019

Type of Item:

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

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 1957

(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 entering into Executive session pursuant to 1 M.R.S.A. § 405 (6) (C) to discuss the acquisition of real property or economic development.

Brief Description of Consent or Agenda Item:

Submitted by: Rich Roedner, Town Manager

Date: 07-24-2019