

**6:10PM Virtual Interview Board/Committee
6:30PM Board of Selectmen Meeting
Virtual Meeting (TV Ch. 3)
August 20, 2020**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

- Update on Central Maine Healthcare's Topsham Ambulatory Surgery Center Project- Jeffrey Brickman, President & CEO Central Maine Healthcare
- Update from Nina Badger (attending Bowdoin College), Administrative Summer Intern Summary
- Update TDI/ECD- John Shattuck, Topsham Economic and Community Development, Inc. Director

Correspondence – If you have any comments/questions on an agenda topic, email them to info@topshammaine.com by Tuesday, the week of meeting. Please include your full name and address in the email. Emails will be reviewed and addressed during the meeting which will be televised on channel 3.

Adjustments to the Agenda – At this time we will be taking phone calls for any comments/question you have on this agenda at 373-5090. We will be asking for you name, address and brief comment/question.

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting August 6, 2020.

Public Hearing –

Unfinished Business –

Old Business –

New Business –

20-53- Consideration and any appropriate action to approve the purchase of nine vehicle mounted radar units.

20-54- Consideration and any appropriate action on the appointment of John Dorrer to the Comprehensive Plan Implementation Committee.

20-55- Consideration and any appropriate action on a request from the Topsham Solar Advocates for the Board of Selectmen to appoint as an Energy Committee.

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: 08/20/2020

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 August 6, 2020.

Brief Description of Consent or Agenda Item: see attached

Submitted by Derek Scrapchansky, Town Manager

Date: 08-13-2020

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
HELD VIA ZOOM FROM INDIVIDUAL RESIDENCES
AUGUST 6, 2020 – 6:30 P.M.

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
Matt Nixon
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Derek Scrapchansky, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, August 6, 2020, with individuals joining the meeting from their residences via Zoom.

CALL TO ORDER

Chairman Douglass called the regular meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE/ROLL CALL

Everyone was invited to stand and recited 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

Good Evening,

I would first like to thank the residents of Topsham who participated in the Town's first ever drive-in Town meeting. The support from the Board of Selectmen and the combined effort from all Town departments resulted in a very successful event.

On July 23rd, we applied for the Keep Maine Healthy 2020 Municipal COVID-19 Grant – Part 2. Our expense estimate included wages, maintenance, minor repairs, and materials/supplies. These anticipated expenses are intended to support COVID19 public education, physical distancing, public health support, and local business assistance.

The Clerk's office is taking applications for absentee ballot requests. They are available by phone, mail, or in-person. The online request site is currently being updated and will be available mid-August. Also, nomination papers are available in the Clerk's Office for Board of Selectmen and School Board Member seats.

The Parks and Recreation Department is currently assessing Fall Programming and will have a plan after August 24th. They are watching school re-opening plans, high school athletic teams' status, and COVID19 statistics in the area. Facilities are open for activities adhering to social distancing recommendations.

Mark Waltz, our new Assistant Town Manager, will start on August 24th. Mark is very talented and brings a tremendous passion and dedication to the Topsham community. We are excited to have Mark on our team and looking forward to his arrival.

And lastly, I would like to extend my thanks to Chairman David Douglass, for volunteering his time and resources to cleaning and restoring the monuments at the Municipal Complex. Your selfless commitment to the Town and the community is very much appreciated.

Thank you and have a good night.

Derek Scrapchansky

Town Manager

BOARD AND COMMITTEE REPORTS AND UPDATES – None noted.

CORRESPONDENCE – Information was included on the agenda informing citizens who wished to offer comments or questions as follows: *"If you have any comments/questions on an agenda topic, email them to infor@topshammaine.com by Tuesday, the week of the meeting. Please include your full name and address in the email. Emails will be reviewed and addressed during the meeting which will be televised on Channel 3 and also on U-Tube."*

Chairman Douglass noted correspondence received by all members of the Board from SAD #75. The correspondence talked about the Town's commitment to SAD #75. Each month the Town pays \$927,100 to SAD #75. If the interest payments have to be waived, it would mean the citizens are not paying their taxes. 63% of everybody's tax bill goes away from the Town. 54% goes to the schools, 9% goes to the county.

Selectman Lyons said it was very nice to see everyone in person at the Town Meeting. See added that it was good to be able to hold the meetings via Zoom, but so much nicer to see everyone in person.

ADJUSTMENTS TO THE AGENDA – At this time the Board will be taking phone calls for any comments/questions on this agenda at 373-5090. Please give your name, address and brief comment/question. No one from members of the public called in.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's meeting of July 16, 2020.

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

VOTED

To approve the minutes of the July 16, 2020 Board of Selectmen's meeting as written.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-50 CONSIDERATION AND ANY APPROPRIATE ACTION ON PARTICIPATION IN THE MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM

The Town Manager said the Town was enrolled in the Maine Municipal Association Workers' Compensation Program and that the program has had a name change. He said the program helps reduce injuries in the workplace by implementing best practices, offering assistance to participants and earning credits on our annual contribution. The programs, based on three levels, are voluntary and include written programs requiring training in each department, records, maintenance, facility inspections, etc.

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

VOTED

To move forward with the MMA Workers' Compensation Safety Incentive Program and to sign the Resolve Form.

20-51 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE RE-APPOINTMENT OF STEVE PELLETIER AND RAIJUA SUOMELA TO THE CONSERVATION COMMISSION

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

VOTED

To reappoint Steve Pelletier and Raijua Suomela to the Conservation Commission.

EXECUTIVE SESSION

20-52 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1.M.R.S.A. § 405 (6) (A) TO DISCUSS PERSONNEL MATTERS

Motion was made by Chairman Douglass, seconded by Selectman Lyons to move into Executive Session at 7:52 p.m. Those in attendance were the Town Manager, David Douglass, Marie Brilliant, Ruth Lyons, Matt Nixon and Roland Tufts.

The Board moved out of Executive Session and back to regular session at 8:07 p.m.

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

VOTED

To approve The Town Manager's job offer to an Assistant Town Manager and Finance Director.

ADJOURNMENT

Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously **VOTED** To adjourn the meeting at 8:08 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 08/06/2020

Type of Item:

- Board or Committee Presentation
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- New Business
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- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 20-53

(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 the purchase of nine vehicle mounted radar units.

Brief Description of Consent or Agenda Item: see attached memo

Submitted by Bill Collins, Police Lt

Date: 08-12-20

Memo

To: Board of Selectmen
From: Lt. William Collins
Date: 8/13/2020
Re: Expenditure Request

Selectmen:

I am requesting the consideration and approval to purchase nine (9) vehicle mounted radar units at a price of \$27,270.00.

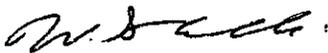
I have requested and received quotes from three (3) different vendors. The quotes received;

TMDE Calibration Labs:	\$27,270.00
Stalker Radar:	\$27,337.50 <i>(Does not include installation)</i>
Dana Safety Supply:	\$35,071.77 <i>(Does not include installation)</i>

I recommend that we make this purchase from TMDE Calibration Labs in Richmond, ME. Their quote was the only one that included an installation cost. Stalker Radar and Dana Safety are authorized dealers, but do not install the units they sell. TMDE Calibration Labs are the only authorized installers of Stalker Radar products in this part of the state.

We have used TMDE Calibration in the past to install, service, and conduct our yearly calibration tests of our radar units and have been satisfied with their service and prompt attention when we have a problem with any of the radar units.

Thank you for your time and consideration in this matter.



William S. Collins, Lt.
Topsham Police Department

Board of Selectmen Meeting

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- Additional Agenda Item
- Additional Information

Agenda Number 20-54

(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 appointment of John Dorrer to the Comprehensive Implementation Committee.

Brief Description of Consent or Agenda Item:

Submitted by Derek Scrapchansky, Town Manager

Date: 08-20-2020

Board of Selectmen Meeting

For the date of: 08/06/2020

Type of Item:

- Board or Committee Presentation
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Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 20-55

(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 a request from the Topsham Solar Advocates for the Board of Selectmen to appoint as an Energy Committee.

Brief Description of Consent or Agenda Item: Topsham Solar Advocates are formally petition the Topsham Board of selectmen to consider the attached proposal for the creation of a new stand-alone energy committee to continue the efforts we have been collaborating with the town on for the last 18 months. We believe with the support of town staff we can work more efficiently and effectively at finding additional ways to save the town money and improving our energy efficiency among other sustainability matters.

Submitted by Derek Scrapchansky, Town Manager

Date: 08-12-20

Standing Energy Committee Proposal

The Topsham Solar Advocates are formally petitioning the Topsham Board of Selectmen to consider the following proposal for the creation of a new standing energy committee to continue the efforts the Topsham Solar Advocates have been collaborating on with the town for the last 18 months. We believe with the support of town staff we can work more efficiently and effectively at finding additional ways to save the town money and improve our energy efficiency among other sustainability matters.

Name: Topsham Energy Committee

Mission: The Topsham Energy Committee researches and informs the Topsham Select Board on matters relating to energy efficiency and other sustainability matters. Under the direction of the Board of Selectmen, this work includes:

1. Research and recommend strategies, policies, and projects to the Board of Selectmen that will save the town money and achieve energy conservation.
2. Provide public information, education, and outreach on energy conservation and renewable energy.
3. Evaluate and employ energy conservation practices with our residents, schools, and business community with the goal of 80% of GHG reduction below 1990 levels by 2050.

Focus areas:

1. Solarization;
2. Weatherization;
3. Community solar;
4. Car chargers;
5. Beneficial electrification;
6. Transportation;
7. Regional energy strategies; and
8. Others as identified by the Select Board.

Meetings:

- Minimum quarterly
- Up to 2 hours

Membership:

- ~~Up to 6~~ 5 members
- 3-year term appointments ~~limits~~
- First year appointments will be as staggered as follows: (1) 1-year, (2) 2-year, and (2) 3-year
- Staff Liaison(s) – Andrew Delci, Rod Melanson, and/or John Shattuck