

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
VIRTUAL MEETING HELD VIA ZOOM (TV CH 3)
JULY 2, 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

Also in attendance were Gail Eaton, Charline Swift and Patrick Cohn, members of the Finance Committee

A meeting of the Topsham Board of Selectmen was held on Thursday, July 2, 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

Chairman David Douglass invited everyone 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.

Those wishing to comment or ask questions were asked to call in at (207) 373-5090.

TOWN MANAGER'S REPORT

Good Evening,

The Solid Waste Facility will be open tomorrow and will be closed on Saturday, July 4th. The facility will be accepting Zero Sort Recycling beginning July 15th.

Next week is the start of many of the Parks and Recreation Department Programs. Many are near full, and we encourage residents to check programs out at Topshamparksrec.com.

Next weekend is the first ever Maine Backyard Campout Weekend. The weekend of July 10-11 was chosen to celebrate National Parks and Recreation Month, which is held annually during the month of July. Every day, in communities across the country, those who work in parks and recreation are providing essential services and making their communities better places to live, work and play. Interested individuals/families may register online or call the Parks and Recreation Office on Monday, July 6th. Five registered parties will win a gift basket filled with S'more fixings, light sticks, sparklers, and other specialty items. Everyone who registers will also receive a package of suggestions, ideas, and interesting items.

The Topsham Public Library will open their doors on July 6th. They will be open Monday through Friday 9am-5pm and Saturday 9am-1pm with a limit of 20 patrons at a time. Each person will be limited to ½ hour per visit and will be required to practice social distancing. Everyone who enters must wear a mask for the entire visit. Parking lot pick-up is still available for those who cannot wear a mask. Adult computers and copiers will be available on a first come first served basis. The library's goal is to provide safe service for all!

On behalf of the Town Staff, I thank the community for the support and understanding when conducting business at Town Hall. Our tax/clerk department has never been busier. They have experienced an estimated 100% increase in daily transactions and have processed over 1500 absentee ballots while preparing for the July 14th election and the July 29th Town Meeting.

The Town Staff has been putting forth a tremendous effort in planning for Town Meeting on July 29th. The Town Warrant, once approved, will be posted on the Town's website, and will be mailed to the residents of Topsham. I would like to thank Charlie Crosby who is currently assisting us, as he always has, in making this announcement and publication a reality. The meeting will take place at the Topsham Fairgrounds on July 29th at 6:00 pm and will be conducted in a drive-in format similar to recent high school graduations with handicap and non-driver accommodations. A sound system with an FM transmitter will allow the meeting to be broadcast over an FM radio channel. Each registered voter will be provided a voting card, and assistance card, and detailed instructions. Non-registered residents can register to vote beginning at 5:00 pm. The meeting will be conducted in a safe manner and will adhere to CDC and State guidance. In the event of inclement weather, July 30th and July 31st are scheduled back-up dates.

Instructions for residents will be posted with the Warrant, the Town website, and social media.

I would like to introduce Nina Badger. She is a Bowdoin student intern who is the newest member of our team. Nina is assisting with the Government Review Committee, TDI, and the Planning Board meetings. She is also assisting the Manager's office in the review of contracts and policies. We are fortunate to have her working with us this summer.

Thank you and have a good night.

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 Thursday, 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.”*

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's meeting of June 18, 2020.
2. Approval to open the polls at 8:00 a.m. on July 14, 2020 for the State Primary and Special Referendum Election and MSAD #75 Budget Validation Referendum Election. Approve the extended Registrar's office hours on Thursday, July 9, 2020 to remain open until 6:30 p.m. for the purpose of additional hours for voter registration as required by State Statute 21-A, Subsection 122.6. Approval to open and process absentee ballots on July 10, 2020, 10:30 a.m. to 3:00 p.m. and additional dates if needed on July 11, 12, and 13 from 10:30 a.m. to 3:00 p.m. with instructions beginning at 9:30 a.m. each of the dates. Approval to appoint Linda Dumont as Warden for the State Election.

Motion was made by Chairman Douglass, seconded by Selectman Tufts, to approve the Consent Calendar as written. Vote was called and it was unanimously **VOTED** to accept the Consent Calendar as written.

CONSIDERATION ANY APPROPRIATE ACTION ON THE DRAFT TOWN MEETING WARRANT.

The Public Hearing was declared open.

Chairman Douglass read aloud each of the articles and asked for comments. He invited everyone watching to call in with their comments at 373-5090.

There were no questions to be heard and the Public Hearing was declared closed.

At this point in the meeting, Chairman Douglass went through items 4 through 9 (Items can be compared by looking at the proposed warrant which is filed with these minutes) asking for a vote as follows:

- Art. 1 - Motion was made by Chairman Douglass, seconded by Selectmen Lyons, to elect a moderator to preside at Town Meeting. Vote was called and the motion was unanimously passed.
- Art. 2 - Motion was made by Chairman Douglass, seconded by Selectman Nixon, To see if the Town will ratify the change in the date for the Special Town Meeting from May 20, 2020 to July 29, 2020 due to the emergency management orders in response to Covid-19 Pandemic. Vote was called and the motion was unanimously passed.
- Art. 3 - Motion was made by Chairman Douglass, seconded by Selectman Lyons, to see if the Town will ratify the change to allow the Board of Selectman, by a two-thirds majority, to waive the interest penalty on property taxes for up to six months beyond the due date during a declared state of emergency within the past six months. Vote was called and the motion was unanimously passed.
- Art. 4 - Motion was made by Chairman Douglass, seconded by Selectman Lyons, to have the Town vote to raise, appropriate and spend the sum of \$1,226,283 for debt service, a reduction of \$2,600 from last year, with a vote of ought to pass. Vote was called and the motion was unanimously passed.

Finance Committee Vote: Motion was made by Gail Eaton, seconded by Patrick Cohen to have the Town vote to raise, appropriate and spend the sum of \$1,226,283 for debt service. Vote was called and the motion was unanimously passed.

- Art. 5 - Motion was made by Chairman Douglass, seconded by Selectman Lyons, To see if the Town will vote to spend \$4,311,798 for General Government and to see what sum the Town will vote to raise and appropriate for the same and to authorize the Board of Selectmen to transfer funds from the Payroll Adjustment line in Insurance, to departments outside of General Government for anticipated employee wage and benefit adjustments.

Susan Preece, Library Director asked to be recognized. Ms Preece said Diane Kinder, Deb O'Neil and Joe Trafton were present with her to represent the Library. Ms. Preece note a difference of \$3,200 between the amount agreed upon from the Board of Selectman and the Finance Committee. Patrick Cohen represented the Finance Committee and spoke in favor of the increase. Gail Eaton, also representing the library spoke in favor of the increase saying the \$3,200 represented a 3% increase across the board. Ms. Preece said she has been trying for the past 5 years to get salaries of the library staff increased and the amount listed from the Selectmen would represent a cut.

She said she would happily attend any meeting of the Finance Committee but has never been invited.

Vote was called for the amount moved by Chairman Douglass of \$4,311,798 and the motion passed unanimously.

Finance Committee Vote: Motion was then made by Ms. Eaton, seconded by Mr. Cohen to raise \$4,311,798 for Item 5. Vote was called and the motion was unanimously passed.

Art. 6 - Motion was made by Chairman Douglass, seconded by Selectman Lyons to spend \$1,503,000 for Capital Projects. Vote was called and the motion was unanimously passed.

Finance Committee Vote: Motion was then made by Ms. Eaton, seconded by Mr. Cohen to raise \$1,503,000 for Item 6. Vote was called and the motion was unanimously passed.

Art. 7 - Motion was made by Chairman Douglass, seconded by Selectman Lyons to spend \$3,206,636 for Public Safety. Vote was called and the motion was unanimously passed.

Finance Committee Vote: Motion was then made by Ms. Eaton, seconded by Mr. Cohen to raise \$3,206,636 for Item 7. Vote was called and the motion was unanimously passed.

Art. 8 - Motion was made by Chairman Douglass, seconded by Selectmen Lyons to raise \$1,816,640 to spend for Public Works, Solid Waste and Recycling. Vote was called and the motion passed unanimously.

Finance Committee Vote: Motion was then made by Ms. Eaton, seconded by Mr. Cohen to raise \$1,816,640 for Item 8. Vote was called and the motion was unanimously passed.

Art. 9 - Motion was made by Chairman Douglass, seconded by Selectman Tufts that no recommendation be made on Item 9 from the Board of Selectman. Vote was called and the motion unanimously passed.

Finance Committee Vote: Motion was made by Ms. Eaton that no recommendation be submitted from the Finance Committee on LD-1.

Art's. 10 through 14 -

Selectman Lyons asked if all the roads to be accepted had been brought up to Town Standards. Public Works Director Dennis Cox responded that that have.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, to place Articles 10 through 14 on the Town Meeting Warrant with a recommendation from the

Board of Selectmen of Ought to Pass. Vote was called and the motion unanimously passed.

Art's 15 through 25 –

Motion was made by Chairman Douglass, seconded by Selectman Lyons, to place Articles 15 through 25 on the Warrant for the upcoming Town Meeting with recommendation from the Board of Selectman of Ought to Pass. Vote was called and the motion unanimously passed.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-44 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDED AUDIT SERVICES CONTRACT TO SMITH AND ASSOCIATES

Selectman Tufts asked if the deadline of June 30, 2020 was good as the firm was late in completing the audit last year. Town Manager Scrapchansky responded the date was good. The firm was late completing the audit last year due to staff problems.

Motion was made by Chairman Douglass, seconded by Selectman Tufts to award the Audit Services Contract for this year to Smith and Associates. Vote was called and the motion unanimously passed.

EXECUTIVE SESSION – None noted.

ADJOURNMENT

Motion was made, seconded and unanimously

VOTED

To adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary