TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
JANUARY 15, 2015 - 7:00 P.M.

MEMBERS PRESENT: Donald Russell
Marie Brillant
David Douglass
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, January 15, 2015 at the Municipal Building at 100 Main Street, Topsham, Maine.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE/ROLL CALL

Chairman Russell called the meeting to order at 7:00 p.m. 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

Following our recent Neighborhood Meetings, I drafted documents of all of the comments received. Those have been provided to our department heads, who have been providing me with responses. I should have all of those compiled in time for our next meeting.

I received a proposal from MMA to assist us in our upcoming contract negotiations; and, with the Board's concurrence, I will bring them on board. I am hoping to start negotiations during the week of February 16, with at least one unit, perhaps two. The cost will be approximately $2,000. *(The Board was in favor of this action.)*

You have all received a copy of the MMA summary of the Governor's proposed two-year budget as it related to municipalities. At the staff level, we are reviewing that to try to come to terms with the impacts that it may place on us. We will have that review completed by the time we start talking about our local budget proposals in February.

Speaking of budgets, I will have a proposed draft budget for presentation to the Board at our next meeting on February 5.

Questions following the Town Managers Report: Selectman Douglass suggested that the Board meet in a workshop session after comments have been received from the various department heads regarding the neighborhood meetings. At that meeting suggestions could be received of various implementations to be put in place as a result of concerns expressed at the

meetings. Selectman Lyons agreed and said the citizens will be expecting such action by the Board. A workshop will be scheduled after the meeting results are in.

BOARD AND COMMITTEE REPORTS AND UPDATES

Information From State Senator Linda Baker - Senator Baker brought the Board up to date on activities at the State House in Augusta. She serves District 23 and said she represents 11 towns. She told the Board she tries to be available to all towns and gave her e-mail as *linda.baker@legislature.maine.gov*. The state web site is *legislature.maine.gov/senate* and phone number for Senator Baker is (207) 287-1505; Fax (207) 287-1527; TTY (207) 287-1583; Messages; 1-800-423-6900.

Senator Baker told the Board that weekly reports are forwarded to the 11 towns in her district each Friday, but she is always available for one-on-one conversations.

On behalf of the Board, Chairman Russell thanked Senator Baker for running and congratulated her for winning.

Update on Tree Committee - Jeanne Bamforth presented an update on the activities of the Tree Committee in the past year, including:

- A Memorial Fund established in honor of Chris Cole, a founding member of the Committee who passed away a year ago. There are currently 5 members on the committee.
- Inventory of the downtown growth area street trees, with the help of a Bowdoin student intern.
- Continue to maintain a nursery at the Town Transfer Station. Have approximately 100 specimens on site.
- Continue to monitor the Emerald Ash Borer which has been detected in New Hampshire.
- Consulted about the planning of the park woods behind the Town Hall where the bike path goes through.
- Revisiting the Forest Management Plans that were done a few years ago.

Selectman Douglass asked if the town staff was using the Tree Committee's assets when looking at a new project. Ms. Bamforth said staff could use them more regarding design and changes in public areas.

PUBLIC COMMENT - None noted.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA - Motion was made by Selectman Thompson, seconded by Selectman Brillant, and it was unanimously

VOTED

To remove Item 15-02, replace it with item 15-03 and change 15-03 to 15-02.

CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF DECEMBER 18, 2014**

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

VOTED

To approve the Consent Calendar as presented.

PUBLIC HEARING - None noted.

UNFINISHED BUSINESS

79-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON ADOPTING A FUND BALANCE POLICY FOR THE TOWN

Town Manager Roedner spoke to this item. He said in December he presented some proposed changes to the Fund Balance Policy to the Board for consideration. The Board requested changes, limiting the overall Unassigned Fund Balance and how non-emergency appropriations from the Unassigned Fund Balance would be allocated.

The policy adopted by the Board in 2012, as well as a revised draft based on those comments was included in the Board package. Mr. Roedner said the auditor has reviewed the language, and while the suggestion was made that a higher Fund Balance would be better than a lower one, there was recognition that a 2-month Fund Balance (16.7%) is better than a 12% - 16% range, as in the current policy.

Discussion was held and motion was made by Chairman Russell, seconded by Selectman Thompson, and it was unanimously

VOTED

To accept the Fund Balance Policy as presented, with the changes of keeping the 2-month General Operating Expenses of 16.7% to stay within that range, and if anything in excess of 18%, at least 50% of the allocated funds shall be used to reduce tax commitment.

OLD BUSINESS - None noted.

NEW BUSINESS

15-01 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPOINTMENTS TO THE FINANCE COMMITTEE

Motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

VOTED

To appoint Christopher Dawson to serve on the Finance Committee.

15-02 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPLY FOR A SPEED ENFORCEMENT GRANT AND AN OUI GRANT FROM THE BUREAU OF HIGHWAY SAFETY

Police Chief, Christopher Lewis spoke to the Board saying the Police Department is requesting approval to apply for two grants: 1) 2015 Impaired Driving High Visibility Enforcement Program Grant; and 2) A Speed Enforcement Program Grant.

The Impaired Driving High Visibility Enforcement Program will allow for more officers on the roads to reduce impaired drivers, related crashes, fatalities and injuries. If awarded this grant, the Police Department could receive up to $5,000 for impaired driving enforcement. The grant runs from April 1, 2015 to September 15, 2015.

The Speed Enforcement Program grant will put more officers on the roads to reduce speeding. If awarded this grant, the Police Department could receive up to $20,000 for speed enforcement. The grant runs from January 2015 to September 15, 2015.

Chief Lewis said that any local match will come from the existing payroll budget. The officer's overtime cost for participating will be covered by these grants. The grants are provided by the Bureau of Highway Safety.

Following Chief Lewis' presentation, motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To allow the Police Department to apply for both the 2015 Impaired Driving High Visibility Enforcement Program Grant and the Speed Enforcement Program Grant sponsored by the Bureau of Highway Safety.

ADJOURN - With no further business to address, motion was made by Selectman Lyons, seconded by Selectman Brillant, and it was unanimously

VOTED

To adjourn the meeting at 7:55 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary