

**7:00PM Board of Selectmen Meeting  
Topsham Municipal Building  
Donald A. Russell Meeting Room  
July 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
- Update TDI/ECD- John Shattuck, Topsham Economic and Community Development, Inc. Director

**Public Comment –**

**Correspondence –** Resignation letters from Helen Kincaid, Topsham Housing Authority and Mary Kate Reny, Topsham Development, Inc Board.

**Adjustments to the Agenda –**

**Consent Calendar –**

1. Approval of the minutes of the Regular Selectmen meeting June 20, 2019.
2. Approval of the minutes of the June 27, 2019 Workshop/Meeting.

**Public Hearing –**

**Unfinished Business –**

**Old Business –**

**New Business –**

**19-50-** Consideration and any appropriate action on accepting the RFP proposal from William Construction to fix the Concession Booth.

**19-51-** Consideration and any appropriate action applying for the Head of Tide Park- Upstream Boat Facilities Grant.

**19-52-** Consideration and any appropriate action on sending the Thomas Ave parking lot issue back to the Planning Board.

**19-53-** Consideration and any appropriate action on re-allocating designated reserve funds into general revenue for FY20 budget.

**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

## Rose Woodd

---

**From:** John Hodge <John@brunswickhousing.org>  
**Sent:** Wednesday, July 03, 2019 12:26 PM  
**To:** Rose Woodd; Linda Dumont  
**Subject:** FW: RESIGNATION

**From:** Kincaid, Helen <helen.kincaid@presmgmt.com>  
**Sent:** Wednesday, July 3, 2019 12:13 PM  
**To:** John Hodge <John@brunswickhousing.org>  
**Subject:** RESIGNATION

Rose,

**As of this date July 3, 2019 I resign as a Board member of the Topsham Housing Authority. It is time another individual assume this position. Thank you to my former and present Board members for their dedication to this worthy entity Topsham Housing Authority.**

Yours Sincerely,

**Helen Kincaid**

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Total Control Panel

[Login](#)

To: [rwoodd@topshammaine.com](mailto:rwoodd@topshammaine.com)  
From: [john@brunswickhousing.org](mailto:john@brunswickhousing.org)

Message Score: 15  
My Spam Blocking Level: Medium

High (60): Pass  
Medium (75): Pass  
Low (90): Pass

[Block](#) this sender  
[Block](#) brunswickhousing.org

*This message was delivered because the content filter score did not exceed your filter level.*

## Rose Woodd

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**From:** John Shattuck  
**Sent:** Tuesday, July 09, 2019 6:24 PM  
**To:** Rose Woodd  
**Subject:** Resignation from TDI

Please see below for Mary Kate Reny's resignation from the TDI board.

--  
John Shattuck  
Topsham Economic & Community Development  
(207) 650-0012

Per 1 MRSA § 402(3), all communications with public officials (with limited exceptions) are considered public records and available for review by any interested party.

-----Original Message-----

**From:** Mary Kate Reny [mailto:mkreny@renys.com]  
**Sent:** July 09, 2019 14:00  
**To:** John Shattuck <jshattuck@topshammaine.com>  
**Subject:** Resignation from TDI

Dear John - Thank you so much for meeting with me last week. It was important for me to tell you in person that I am resigning my place on the TDI Board.

This decision is based on my shifting role at Renys, and the variability of my schedule in the coming months. Of course you know that Renys is a steadfast partner with you in Topsham, and I hope that you will reach out to us if you ever feel the need.

I have learned so much from you and the other members of the Board; please let everyone know that it was a privilege to work alongside them.

All the best, Mary Kate

# Board of Selectmen Meeting

For the date of: 07/18/2019

**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 06-20-2019.

**Brief Description of Consent or Agenda Item:** see attached

**Submitted by** Rich Roedner, Town Manager

**Date:** 07/02/2019

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
DONALD A. RUSSELL MEETING ROOM  
JUNE 20, 2019 – 7:00 P.M

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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, June 20, 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**

First item tonight is one I think most people are aware of, based on the news coverage yesterday. There was an incident here in Topsham where a young child was bitten by a dog. The child had to be transported to Portland, and Life Flight was called. Due to foggy weather in Portland, the child and the Life Flight crew were actually transported to Portland in one of our ambulances.

I received notice today from the Police Chief that the child has been treated and released from the hospital, is home, and that the investigation is closed.

On a lighter note, as has been reported, the Topsham Public Library was the recipient of a very large bequest from Janice Solomon. To honor that donation, the Library Board has announced that starting on Monday, July 1; it will begin a three-year experimental effort of opening on Mondays, 9 am to 5 pm. The Library will then monitor activity to see if it warrants continuing Monday hours beyond the three-year trial period.

Also from the Library, the Summer Reading Program has started. Stop by and find out how you can participate.

Many of you have no doubt seen the new displays about recycling – either at Town Hall or at the Solid Waste Facility. Changes in what we take, and how we take it, are underway to adapt to new market conditions. In addition to the new displays and brochures, there will be on-site training at different times over the next couple of weeks, to make sure all residents have a chance to learn, hands on, about the new standards. Lastly, Mt. Ararat HS Visual Arts students have put together a video on the new standards. That is currently on the Solid Waste facilities You Tube station, it will soon be posted on our web page and will run periodically on Channel 3.

Lastly, this July, the Town's contractor, Crooker Construction, will begin work on replacing a culvert under River Road. While the work will begin the latter half of July, there will be a closure that the Board will be discussing this evening. It is currently estimated to be 5 days, but the actual length will be discussed later this evening by the Board. As the date draws near, there will be plenty of notice, including signage, on-line, and via social media to get the word out.

### **BOARDS AND COMMITTEE REPORTS AND UPDATES**

**Update from Denise Tepler, Representative House District #54** – This report has been postponed until a July meeting of the Selectboard.

**Update TDI/ECD** – John Shattuck, Topsham Economic and Community Development, Inc. Director covered several items involving TDI/ECD, including:

- Thank you letter to the Board of Selectmen from Don Spann, Chairman of the TDI Board of Directors thanking the Selectboard for their support for TDI's capital funding request by placing an article providing this funding on this year's Town Meeting Warrant with their recommendation that the article ought to pass.
- DAC and MDOT have finalized basic bridge elements
  - LVD supports the proposed plans
  - Pricing pending for consideration of local enhancements – cost share
  - Ingoing: memorialization and mitigation planning
  - RFP target: By the end of 2019
- Thanks to CPC and Town Meeting for updated Comprehensive Plan
- Build Maine Conference a success
- DAC permitting process will be complete in early May
- Thanks extended to the Comprehensive Plan Committee for their fine work

**PUBLIC COMMENT** – None Noted.

**CORRESPONDENCE** – Selectmen Lyons received an e-mail from a resident in Bay Park complaining about the number of mini bikes and 4-wheelers traveling on their property and making too much noise. The bikes and 4-wheelers travel behind the houses. Police have been out there but this has not stopped the nuisance. The Town Manager noted that ATV's are allowed to travel on public roads to get from point A to point B. It was noted that most offenders

are not members of the ATV Club. Selectman Lyons will discuss this further with the Codes Enforcement Officer.

**ADJUSTMENTS TO THE AGENDA** – Motion was made by Chairman Douglass, seconded by Selectmen Lyons, and it was unanimously

**VOTED**

To add agenda Item No. **19-48 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING FY19 AUDIT SERVICES CONTRACT TO SMITH AND ASSOCIATES**

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

**VOTED**

To add to the Executive Session, Item No. **19-49 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. § 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY, ITEM 2019-7**

**CONSENT CALENDAR**

**1. Approval of the minutes of the Regular Selectmen’s Meeting of April 18, 2019.**

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

**VOTED**

To approve the minutes of the Regular Selectmen’s Meeting of April 18, 2019 as written.  
(The vote was 3 in favor with 2 abstentions.)

**2. Approval of the minutes of the Regular Selectmen’s Meeting of June 6, 2019.**

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

**VOTED**

To approve the minutes of the Regular Selectmen’s Meeting of June 6, 2019 as written.  
(The vote was 4 in favor with 1 abstention.)

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS**

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

The Town Manager explained his decision on the grievance from the Supervisory and Operations Units of the IAM regarding the Health Reimbursement Accounts that were established following the last approved collective bargaining agreement in 2016. Memo from Mr. Roedner dated March 28, 2019 presenting history is filed with these minutes.

The Board listened to interpretation of the contract from Rick Gilley, Machinest Union Representative and held a discussion following Mr. Gilley's presentation. Mr. Gilley referenced a verbal agreement, but Board members responded that the contract made no note of such an agreement. Selectman Thompson expressed his opinion that the carrier enacted changes to the contract, not the Town and therefore Mr. Gilley's grievance should be with the carrier.

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

**VOTED**

To uphold the decision of Town Manager Roedner *that the Town has met its obligations under the contract with respect to the HRA values and that there is no violation of the contract terms, therefore the request to retroactively increase the HRA amounts back to July 1, 2016 is denied.*

**OLD BUSINESS** – None noted.

**NEW BUSINESS**

**19-43 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTANCE OF LAND FOR MAINE FUTURE GRANT**

Planner Rod Melanson asked the Board to authorize the acceptance of a \$788 Grant from Land for Maine's Future to pay for a kiosk at the Head of Tide Park. The kiosk is expected to cost under \$1,000 and it was noted there are additional funds left from other grants on this project to take care of the additional cost beyond the grant.

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

**VOTED**

To accept the award from Land for Maine's Future Grant.

**19-44 CONSIDERATION AND ANY APPROPRIATE ACTION ON ANTICIPATED ROAD CLOSURE FOR RIVER ROAD**

Town Planner, Rod Melanson, passed out a Traffic Control Plan for the River Road Culvert Replacement which was submitted by Ian Messier, P.E., Chief Engineer with Crooker Construction, LLC. Mr. Melanson said that due to the depth of the culvert it will be necessary to close the road from August 5 to August 9. The Planning office will mail notices to everyone on the road to explain that waterline work and one-lane passage will begin in late July. The Planning office will come before the Selectboard at their July meeting to explain details of the project. An alternate route is being considered to go through the Topsham Fair Mall to Route 196.

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

**VOTED**

To authorize the closing of River Road for the culvert replacement project with the anticipation in August for 5 days.

**19-45 CONSIDERATION AND ANY APPROPRIATE ACTION ON CREATING A FACILITIES COMMITTEE**

Town Manager Roedner said the Board held a discussion at the previous meeting about the need for a Facilities Committee to consider needs and issues surrounding a Community Center – yes/no, what size, areas, features, etc. At that meeting, the Board wanted to discuss it a bit more to fully understand the scope of the project and whether it should include working with the library to help assess any future space needs they may have.

Chairman Douglass commented that the Community Center will have its own strength of support and its own difficulties. If the library is added in the discussion, it will create another level of competition, one versus the other. This is a big enough project to stand by itself. He said he does not have any interest in muddying the project with any other project. Selectman Tufts added that the Community Center has to have its own group that can only focus on that one project. He added that a Facilities Committee in addition is a great idea – a group that will focus on what do we think the estimates will be on some of these repairs that need to be done; why we need consignees to cover some of these expenses. We will have at least something on paper to document the roofing issues and HVAC issues. It will be a good lead into the Finance Committee. Selectman Lyons asked who would be on the committee. Response from Selectman Tufts was various staff members, managers, a couple people from the Selectboard and others from the community. Selectman Brilliant asked what timeline is anticipated for the Community Center. Mr. Roedner said we are probably talking sometime next summer or fall to come forward with a plan. It was noted that \$15,000 has been set aside at Town meeting to begin this process.

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

**VOTED**

That we create a Community Center Committee consisting of 7 community members.

**19-46 CONSIDERATION AND ANY APPROPRIATE ACTION ON PAINTING/REPAIRING SOFFITS ON TOWN HALL AND/OR PUBLIC SAFETY BUILDING**

Town Manager Roedner said he has been working on this subject for approximately 4 years. One year trying to get someone to call him back, another year finally was given the name of someone one who didn't call back. He turned the project over to Assistant Town Manager Scrapchansky to handle.

Memo from Mr. Scrapchansky dated June 4, 2019 was included in the Board package explaining that *“Since the Town accepted the Municipal Complex buildings in 2007, painting and maintenance on the facia or soffits on the upper roof line of Town Hall or the Public Safety Building has not been performed. The current facia and soffit (cement board material) has been damaged and continues to deteriorate due to water intrusion. Since the fall of 2018, 4 painting companies and 4 general contractors were contacted to review the scope of work and provide*

*estimates. Only one painting company was available to perform work in the fall, but would not repair or replace trim. One general contractor was interested and provided an estimate assuming the work would begin in August of 2019. The contractor provided an estimate for each building and is based on replacing all fascia boards from the roof line down with PVC composite (Azek) trim boards and Fypon crown molding. This estimate also includes painting all fascias and soffits.....”*

Selectman Brilliant asked why it wouldn't be a good idea to simply extend the overhang to address the water problem. Selectman Lyons said she would like to see a plan for the repair and the Town Manager responded that Mr. Scrapchansky will put a plan together. During further discussion, the Board was in agreement that they would like to have a contractor come before the Board and provide some advice.

This item was tabled to a future meeting.

### **EXECUTIVE SESSION**

At 8:30 p.m. motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was

#### **VOTED**

To move into Executive Session to discuss Agenda Item 19-49.

All Board members entered the Executive Session, along with Town Manager Roedner.

The Board returned from Executive Session and back to regular session at 8:36 p.m. All members, along with the Town Manager were still present.

### **19-49 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. § 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY, ITEM 2019-7**

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

#### **VOTED**

To authorize the Town Manager to enter into a repurchase agreement with the former property owner.

At 8:37 p.m., motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was

#### **VOTED**

To move into Executive Session to discuss Agenda Item 19-47.

All Board members entered the Executive Session, including the Town Manager.

**19-47 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. § 405 (6) (A) TO DISCUSS PERSONNEL MATTERS, SPECIFICALLY THE TOWN MANAGER'S ANNUAL REVIEW**

The Board returned to regular session at 9:32 p.m., with all members still present.

Chairman Douglass noted that no action was being taken.

**19-48 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING FY19 AUDIT SERVICES CONTRACT TO SMITH AND ASSOCIATES**

Motion was made, seconded and it was unanimously

**VOTED**

To award the FY19 Audit Services Contract to Smith and Associates.

At 9:35 p.m. motion was made by Chairman Douglass, seconded by Selectman Brilliant, and it was unanimously

**VOTED**

To adjourn.

Respectfully submitted,

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Patty Williams, Recording Secretary

# Board of Selectmen Meeting

For the date of: 07/18/2019

**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** 2

(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 June 27, 2019 Workshop/Meeting.

**Brief Description of Consent or Agenda Item:** see attached

**Submitted by** Rich Roedner, Town Manager

**Date:** 07/02/2019

Topsham Board of Selectman

Minutes

June 27, 2019

Donald A. Russell Meeting Room

Call to Order            Chairman Douglass called the meeting to order at 6:00 pm

Roll Call                Town Manager Roedner conducted the roll call.

Members Present

Chairman Douglass  
Vice Chairman Thompson  
Ruth Lyon  
Roland Tufts

Richard Roedner, Town Manager

Members Absent

Marie Brilliant, excused

Manager's Report    None

Boards and Committee Reports            None

Public Comment        None

Correspondence        None

Old Business

Item 19-48    Consideration and Appropriate Action on awarding FY 19 audit services contract to Smith and Associates

Chairman Douglass noted that this item had been added to the June 20 agenda, but had not been taken up.

The Board discussed the merits of staying with S&A for another year. Mr. Roedner noted that the timing issues we experienced this year appear to have been resolved, and that S&A felt meeting a Dec. 31, 2019 deadline for completing the audit would not be an issue.

Motion by Chairman Douglass to award FY 19 audit contract to Smith and Associates, for an amount of \$11,550. Motion seconded by Ms. Lyons, and all were in favor.

#### Executive Session

Item 19-47 Consideration and appropriate action on entering Executive Session pursuant to MRSA §405(6)(A) to discuss personnel matters

Motion by Mr. Douglass at 6:09 p.m. to enter Executive Session pursuant to 1 MRSA §405(6)(A) to discuss personnel issues. Motion seconded by Ms. Lyons, all were in favor.

All members present entered Executive Session, along with Mr. Roedner.

The Board returned from Executive Session at 7:48 p.m., all members present along with Mr. Roedner.

Mr. Douglass reported that the Board met with the Town Manager to complete his annual review, no action taken.

Motion by Ms. Lyons, seconded by Mr. Tufts, to adjourn at 7:50 p.m. All were in favor.

Respectfully Submitted

Richard Roedner  
Town Manager

# Board of Selectmen Meeting

For the date of: 07/18/2019

**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:** 19-50

(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 accepting the RFP proposal from Williams Construction to fix the Concession Booth

**Brief Description of Consent or Agenda Item:** see attached

**Submitted by:** Pam LeDuc, Parks/Recreation Director

**Date:** 07-09-2019

## Memo

**To:** Board of Selectmen

**From:** Pam LeDuc, Director Parks and Recreation

**CC:** Rich Roedner, Town Manager

**Date:** July 10, 2019

**RE:** Request for Proposals to Fix Concession Booth

For the past 4 weeks I have been trying to find Vendors for roofing. Previous companies that we have used, are out of business (R.J. Pelletier), and are too busy Ron Utecht Construction.

I did reach out to Fairbanks Roofing in Lisbon, Ted Weber Roofing in Boothbay, and Williams Construction and Roofing Company, from Waterville. As of Wednesday, July 10, 2019 only Williams Construction has replied. (They happen to be the current Contractor that is working on the Fairgrounds Roofing Contract.) Attached is their quote of \$7,560.

I recommend that we award the contract to Williams. We currently have \$7,000 in the Capital Line for this project, and I can find the additional \$560. from the Parks and Recreation Budget.



100 Main Street  
Topsham, Me 04086  
Tel: (207)725-1726  
Fax: (207)725-1732

REQUEST FOR PROPOSALS FOR ROOF REPAIRS FOR the FORESIDE CONCESSION  
PROJECT NAME: Topsham Parks & Recreation Concession Stand Roof Repair

PROJECT LOCATION: Topsham Parks & Recreation Foreside Recreational Facility,  
86 Foreside Road, Topsham, ME 04086

SCOPE OF WORK: The Topsham Parks and Recreation Department is seeking proposals from licensed contractors for the repair / replacement of roofing on the Foreside Concessions Stand. Site visits should be scheduled in advance to ensure availability of all areas

PROPOSAL REQUIREMENTS The proposal should detail the four phases of work:

1. Repair roof
2. Sealants & wet glaze repair/replacement
3. Roof drain repair/replacement.
4. Thru wall flashing repair/replacement at the Concession Stand \* including painting (paint will be provided).

Warranty information related to the materials and workmanship should also be included in the proposal.

The proposals are to include a copy of the contractor's license, business license, liability insurance certificate, and workers' compensation insurance certificate.,

Each such certificate shall list the Town as an additional insured and contain a statement of the insurer's obligation to notify the Town at least fifteen (15) days prior to cancellation of any policy covered there under. The Town shall be furnished with a Certificate of Insurance. In the event the Town is required to defend itself, the Successful Bidder shall reimburse the Town's costs, including reasonable attorneys' fees for defense of such liabilities which arise out of the Successful Bidder's negligence. In any claim which may arise as a result of intentional or negligent acts or omissions of the Successful Bidder, the Comprehensive General liability insurance policy provided by successful Bidder shall be deemed primary protection against such claims and the Town shall not be called upon to contribute to a loss otherwise payable by the Successful Bidder's insurer due to its insured's act or omission.

INDEMNIFICATION – To the fullest extent permitted by law, Successful Bidder does agree to defend, indemnify and hold harmless the Town, its officers, agents and employees, from and against all claims, damages, losses or expenses, just or unjust, including but not limited to costs of defense, arising out of or

resulting from the performance of services hereunder, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of Successful Bidder, its officers, agents or employees, anyone directly employed by it, or anyone for whose act it may be liable, except to the extent that said claim, damage, loss or expense is caused by the Town, its officers, or employees

**SUBMITTAL INFORMATION:** Agency/Owner: Town of Topsham, Parks & Recreation Department

Pam LeDuc, Director, Parks & Recreation Department  
Address: 100 Main Street, Topsham, ME 04086  
E-mail: [pleduc@topshammaine.com](mailto:pleduc@topshammaine.com)  
Telephone: (207)725-1726

Site Address: 86 Foreside Road, Topsham, ME 04086

Closing Date/Time: 3:00 pm, July 10<sup>th</sup>, 2019

Mail/Deliver Proposal To: Parks & Recreation, 100 Main Street, Topsham, ME 04086

The Town of Topsham, reserves the right to accept or decline any or all bids subject to their Bid Policy.

*~ Creating community, through people, parks and programs. ~*



PO Box 756  
Brewer, ME 04412  
roofthis2956@gmail.com  
Jarrod - 207-478-7100

PROPOSAL AND CONTRACT

Date June 20, 2019

To Topsham Parks and Rec Dept

Concession Stand Roof  
86 Fore Side Rd. Topsham, ME

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 roof deck. To replace  
rotted fascia boards. To install 8" aluminum drip edge on all eaves and  
rakes. To apply 6' of ice and water shield on all eaves and cover  
remainder with roof top guard. To then cover with Lifetime Arch.  
shingles. To then paint fascia boards paint provided by TPR  
All debris to be removed by Williams Construction.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of Seven thousand Five hundred and sixty <sup>00</sup>/<sub>100</sub>

Dollars (\$ 7,560.00 )

Payment to be made in full upon completion of job.

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

Respectfully submitted,

By Jarrod Ulvin

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 \_\_\_\_\_



# Board of Selectmen Meeting

For the date of: 07/18/2019

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**Type of Submission:**

- Regular Submission
- Additional Agenda Item
- Additional Information

**Agenda Number:** 19-51

(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 applying for the Head of Tide Park- Upstream Boat Facilities Grant.

**Brief Description of Consent or Agenda Item:** see attached

**Submitted by:** Rod Melanson, Planning Director

**Date:** 07-09-2019

## MEMORANDUM

To: Rich Roedner, Town Manager  
Selectboard  
Planning Board  
From: Rod Melanson, Planning Director  
Date: July 10, 2019  
Re: Head of Tide Park – Upstream Boat Facilities Grant

The Planning Office along with the Parks and Recreation Department are pulling together materials to submit an application to the State for a boat facilities grant. The grant will allow the following to occur at the head of tide upstream parking/ waterfront area:

1. Develop a site plan for the parcel
2. Improve the current parking area
3. Implement a hand carry boat launch
4. Develop plans for permitting

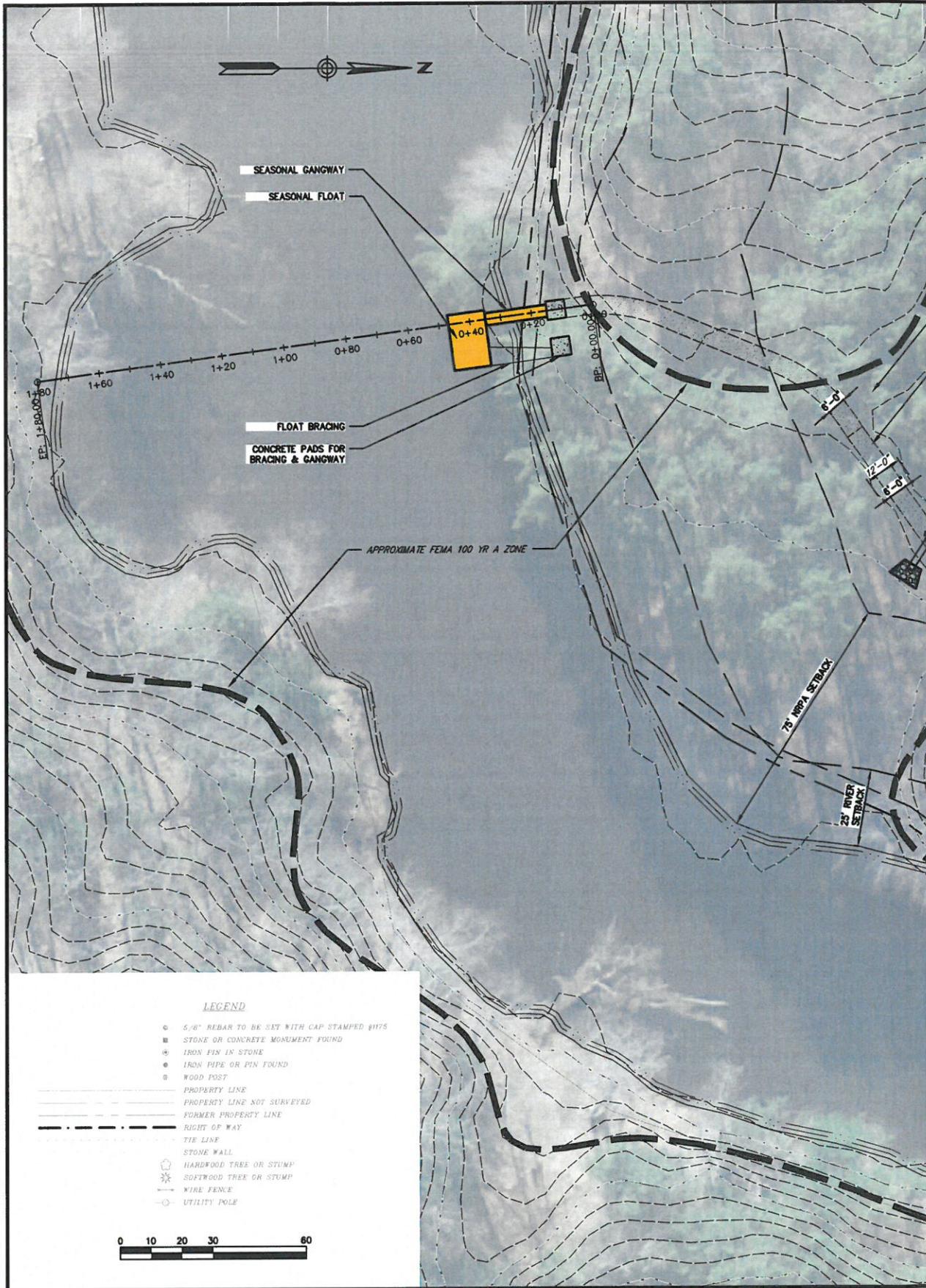
Travis Pryor formerly with Wright Pierce Engineering is assisting with the preliminary planning and cost estimates for grant application purposes, he has been the lead engineer/ architect on the project from its inception.

In regards to projected budget at this time we anticipate the following:

- We have budgeted for a \$10,000 cash match for the project.
- The grant is a 75/25 cost share (25% match from the Town)
- The overall budget we are looking to hold to is \$40,000 which includes:
  - Parking improvements
  - Vehicle/ walking access installation to water
  - ADA Float and gangway for launching boats
  - Concrete bracing for float facilities

Attached is a preliminary sketch of the proposed boat facility and overall site improvements.

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# Board of Selectmen Meeting

For the date of: 07/18/2019

**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:** 19-52

(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 sending the Thomas Ave parking lot issue back to the Planning Board

**Brief Description of Consent or Agenda Item:** see attached memo

**Submitted by:** Rich Roedner, Town Manager

**Date:** 06-17-2019

MEMORANDUM

To: Board of Selectmen  
From: Richard Roedner, Town Manager  
Date: July 10, 2019  
Re: Thomas Ave. Field  
Parking area

Since Town Meeting clarified the Town's ownership regarding the ROW leading from Thomas Ave. to the town property, we have had the appropriate documentation recorded at the Registry of Deeds. This solidifies (not that we thought there was any issue with our claim) our ownership of the ROW.

Subsequent to that, we have met with the Town Attorney about proceeding forward with the necessary Conditional Use permit. She will prepare information for the Board's review and represent the Town at the Planning Board meeting.

At this point, not knowing what is coming before the Planning Board, I would assume a late August date, based on our attorney completing her work by the end of July.

# Board of Selectmen Meeting

For the date of: 07/18/2019

**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:** 19-53

(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 on re-allocating designated reserve funds into general revenue for FY20 budget.

**Brief Description of Consent or Agenda Item:** see attached memo

**Submitted by:** Rich Roedner, Town Manager

**Date:** 07-09-2019

## MEMORANDUM

To: Board of Selectmen  
From: Richard Roedner, Town Manager  
Date: June 19, 2019  
Re: FY 20 Budget  
Revenue ideas

With the approval of the Town, County and School budgets in May and June, we now have firm expenditure figures for the upcoming Fiscal Year. With the expenditure numbers known, 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.

A couple of items for your consideration to help ease the impact on taxpayers this coming year.

### Revenues

We estimate revenues at the start of the budget process. Some, like taxes, become known at the time of commitment. All others remain estimates, but usually fairly accurate estimates. Since our budget was approved, some revenues are clearer now, as follows:

Revenue Sharing: The new State budget provides for State Revenue Sharing at 3% of the sales/income tax total, as opposed to the 5% required by law, but more than the 2% allocated last year, and more than the 2.5% proposed by the Governor. The new estimates from the State Treasurer's Office show our anticipated Revenue Sharing next year will be \$841,849, which is an increase over the \$689,545 I had originally estimated.

With this addition, the mil rate drops, which affects our Homestead Reimbursement and our TIF Development Costs.

The net impact of this is to reduce our mil rate increase by \$.17 to an estimated \$20.34, an 8.59% increase.

School Funding: On top of additional Revenue Sharing, State Aid to Education has had additional funding added to it, along with some additional costs. While it currently looks like additional funds may be coming to SAD 75, the magnitude is not known yet. If the past is a predictor of the future, then the District will use 50% of this increase to reduce impact on the budget for FY 20. We won't know that until later in the summer.

Tax Revenues: The FY 18 Audit, which we received just before Town Meeting, lists our Designated Funds (we usually talk about our Undesignated Fund Balance), which is an accumulation of funds that left over after projects are completed, after capital purchases are made, or for whatever reason went unspent and were carried over.

Working with staff, I have identified \$85,149 that can be used as revenue into the upcoming budget. These funds include left over grant funds or reimbursements of grants, capital costs that were less than what was budgeted, etc.

Public Works Road Striping	\$11,443
Trails Grant	\$11,223
Town Landing Escrow	\$5,054
SWF Grinding	\$5,000
Phone System	\$4,649
Home Depot Sidewalks	\$1,461
CDBG Main Street Village	\$16,690
Bridge to Bridge reimbursement	\$13,343
Fire Department	\$10,543
TFMR Master Plan	\$2,413
Rec. Trail Project Grant	\$1,967
Town Hall Park	\$766
NAPC/CLG Workshop	\$597

My recommendation is to use these as revenue for the upcoming budget. This will drop the maximum mil rate by \$.08 to \$20.26, which is a \$1.53 increase, or 8.14%. Normally I would not recommend just applying one-time money to the operating budget, as it creates a hole in the revenue stream for the next year. However, in this case, I think we are safe in doing so. First, the total is not that large compared to our overall budget; second, next year the State budget calls for another increase in the General Revenue Sharing total; and third, next year will see an increase in Homestead reimbursement revenues. I will place this on the July 18 agenda for your authorization.

#### Valuation

Lastly, there will be an increase in our town-wide valuation over and above what we have included in the calculations so far. I have estimated \$5,000,000 of new value. In previous years, we have seen valuation increases of \$11 million, \$20 million, and \$25 million. The low figure of \$11 million was last year, when there was no market adjustment done by the Assessor. There will be one done this year. So, it is very safe to assume that our mil rate will drop further upon Commitment, but the degree of that reduction is still to be determined. That will happen in September when Justin finishes his work and commits the taxes for the coming year.