

**6:30 PM Board/Committee interview
7:00PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
July 19, 2018**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

- Update TDI/ECD- John Shattuck, Topsham Economic and Community Development, Inc. Director

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting 06-21-18.
2. Approval of the Special Selectmen meeting 06-28-2018

Public Hearing –

Unfinished Business –

Old Business –

New Business –

18-49- Consideration and any appropriate action on proposed letter to Federal Highway Administration supporting the replacement of the Wood Bridge and the continuing role of DAC.

18-50- Consideration and any appropriate action on the appointment of Patrick Coen to the Finance Committee.

18-51- Consideration and any appropriate action to discuss the changing of Brookside, Homeplace and Somerset streets to one name for E-911 purposes.

18-52- Consideration and any appropriate action on the demolition of the Old Fire Station.

18-53- Consideration and any appropriate action to discuss requesting DOT to look at speed limits again on River Road and reduce speed from 40 to 30 at the intersection of Raymond Road and River Road.

Executive Session-

18-54- Consideration and any appropriate action to enter into executive session pursuant to 1 M.R.S.A. 405 (6) (F) to discuss the re-purchase of tax foreclosed property.

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: 07/19/2018

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 06-21-2018.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager **Date:** 07-03-2018

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
JUNE 21, 2018 - 7:00 p.m.

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Richard Roedner, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, June 21, 2018 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, except for Selectman Tufts, who had been excused.

TOWN MANAGER'S REPORT

- Folks who came into the Town Office to do business today were unable to do that business due to a computer issue that shut down the network for the last two hours of the work day. Apologies are extended for the inconvenience. The system is now back up and running.
- This Saturday, the 23rd, the Comprehensive Planning Committee is holding another public event soliciting input on the big ideas that came from the October sessions, as well as the draft Comprehensive Plan which is now on the website. People are encouraged to take a look at that and respond with your questions/comments. The session starts at noon with a “do it yourself picnic”. From 2:00 p.m. to 4:00 p.m. the actual activities occur. The Comprehensive Plan Committee and consultants will be engaging with people and taking your comments.

BOARDS AND COMMITTEE REPORTS AND UPDATES

TDI/ECD Update – John Shattuck, Topsham Economic and Community Development, Inc. Director presented an update including:

Build Maine – Attended the 2018 Build Maine Conference in Lewiston, together with Rod Melanson and Carol Eyerman. Excellent conference with practical information pertinent to Topsham issues and goals – e.g.: workforce and housing.

Marijuana Ordinances – Working with Rod on the development of draft zoning and licensing requirements for medical marijuana storefronts, with input from a diverse advisory group. The first advisory group meeting was held this afternoon. (The Town Manager asked if the members of the advisory group should be appointed by the Selectboard or if those showing interest are satisfactory. Chairman Douglass said he was satisfied with the members serving as they are residents who stated an early interest, such as Scott Libby, representing the Planning Board, Jennah Gotto, manager of High Brow, Sun Dog and the facility on 196.)

Business Retention, Expansion and Attraction – On June 12th, met with the Town Manager, Planner, and representatives of a health services provider seeking a Topsham location. We are actively corresponding regarding several Topsham sites. At least one site could provide an opportunity for the development of several uses such as a community center and senior housing.

Comprehensive Plan Committee – The Comprehensive Plan Committee’s Big Ideas event is scheduled for this coming Saturday, June 23rd. The event will serve as a check-in for community input on the development, so far, of the Comprehensive Plan update.

Design Advisory Committee (DAC) and the Section 106 Process – On June 11, Cheryl Martin of the Federal Highway Administration issued the following announcement: *“The public comment period for the Frank J. Wood Environmental Assessment/Draft Section 4(f) Evaluation closed on April 11, 2018. After reviewing all substantive comments, Maine DOT and FHWA are moving ahead with Alternative #2 – Replacement Bridge on the Upstream Alignment, and continuing next steps in the Section 106 process.”*

Accordingly, the next Section 106 meeting will be limited to memorialization and mitigation issues in connection with the final design of the new bridge. This Section 106 meeting will be held in the Donald A. Russell meeting room and will begin at 2:00 p.m., Wednesday, June 27. It would be helpful if the Selectmen would consider reaffirming their support for the new bridge and for the Design Advisory Committee to serve as a representative of the Town in continuing design discussions.

Topsham Commerce Park – On May 30, Rod and I represented the Town at the Annex Water Infrastructure Meeting held at the offices of the Brunswick Topsham Water District (BTWD). The meeting was attended by all parties with an interest in this water infrastructure – in addition to the Town and BTWD, these included: Helios, MRRA, Seacoast/Highland Green. Regional representatives from our US Senators’ offices also attended: Kate Simson (Collins) and Scott Wilkinson (King) – Their presence was very helpful. The meeting was productive and apparently effective in motivating the parties to act, as I have heard from participating parties expressing new interest pursuing a collaborative solution. The next step will be BTWD’s development of cost estimates for specific components that need to be repaired or replaced, together with estimates of the savings that can be realized if the parties cooperate in funding a comprehensive solution that meets all their varied needs.

Head of Tide Park Committee – On Saturday, June 16, together with Rod and Pam, I supported a variety of events throughout the day celebrating the opening of the Head of Tide Park – an overnight success that was only twelve years in the making.

Lower Village Development Committee – On June 12th I met with Rod and Dennis to finalize the RFP for the design and construction plans for restoring Elm Street Extension (ESE) to two-way traffic. The RFP will be released by early July with proposals due in early August. This RFP is only requesting the plans.

Chairman Douglass said we do this every time on one of these projects that has not been approved by the Board. We are constantly told that we must have information and need hefty amounts of money to be able to make the decision. He asked what are we taking about here for the amounts, because this Board has not endorsed, and that was made very clear at Town Meeting, that if the Board endorses it, that's what those funds would be used for. There are other things also that it could be used for. Chairman Douglass asked what are we talking in expectation of bid pricing? Where do we think this will come in? Mr. Shattuck responded that the \$300,000 amount is based on a scientific rough calculation done by Tom Errico 2 or 3 years ago, who was consulting with the Town. The only thing we are acting on here has in fact been approved by your Board and funded in last year's budget. That's all we're doing, the request for the plans. Chairman Douglass said that part of him recalls that it was to set up, if we made the one way section a permanent change around, then those funds would be used for that. Is the anticipation that this is going to be a \$50,000 study, because that's not how I recall setting the moneys aside. Mr. Shattuck said it is not a study, it is a set of plans. Chairman Douglass responded, then for us to study and make a decision, because there has been no decision by this Board for two-way traffic. There should be some money already to address making more permanent the new one-way section. So we are not looking at a \$50,000 set of plans here. Mr. Shattuck said the Public Works Director can certainly provide more details. Chairman Douglass asked, how about, by the next time we meet (the Selectboard) reach out to Tom Errico for a generalized guestimate what he thinks plans like these will cost. Mr. Shattuck said that's where the \$50,000 cost came from. Chairman Douglass responded, you say the work will be done in-house; however, the grinding won't be done in-house, the paving won't be done in house, and there will be material purchases.

The Town Manager said his assumption is that the work is needed to be done. We would probably have Crooker come out and do the curbing and that kind of stuff as part of our overall road construction budget, not a separate line to just come and do that. What the RFP would do is hire an engineer to come out and design the Elm Street Extension.

Chairman Douglass said the Public Works Director should be able to show the Board roughly in some form what a 16' roadway with 5' sidewalk would look like. Mr. Shattuck said without a survey, measurements would be a best guestimate. Selectman Lyons asked if there was any highway funds left over this year that we could spend for this. Mr. Roedner said there was money left over as of last month that is earmarked for projects moving forward. Chairman Douglass said he would be more comfortable to have a survey done, road profile and rendering. Selectman Lyons asked that the residents be informed that a survey will be done.

PUBLIC COMMENT

Thanks extended - Nancy Randolph and Bill Brilliant went to the podium and asked Mike Labbe to join them. Ms. Randolph said she and Mr. Brilliant were present to give thanks to Mike for his work on saving the swinging bridge. She said Mike has been helping with the project since 2003. She added that there are a lot of volunteers and they are all appreciated, but Mr. Labbe is a "salt of the earth individual."

Selectman Lyons noted that Ms. Randolph should also be recognized for all her work in saving the Topsham end of the bridge.

July 5 Board of Selectmen Meeting – The Board unanimously agreed to cancel the July 5th meeting. The next regular Board of Selectmen meeting will be held on July 19th.

CORRESPONDENCE – The Town Manager noted the receipt of an e-mail from a resident on the River Road concerning speeding. They asked about speed limit changes and if it would be possible to ask DOT to look at the current speeds. This will be placed as an agenda item for the next meeting of the Board. The Police Department was notified of the complaint. Chairman Douglass said he is not in favor of involving the DOT again as they have looked at the speeds in this area twice already. He said we need the speed limits enforced.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. **Approval of the minutes of the Special Selectmen’s Meeting of 5/30/18.**
2. **Approval of the minutes of the Regular Selectmen’s Meeting of 6/7/18.**

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

VOTED

To approve the minutes of the May 30, 2018 and June 7, 2018 Selectmen’s Meetings as written.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

18-42 CONSIDERATION AND ANY APPROPRIATE ACTION ON WAIVING THE BID PROCESS TO PURCHASE A ROADSIDE MOWER FOR THE PUBLIC WORKS DEPARTMENT

The Town Manager said the Public Works Director is out of town, so he would bring the request before the Board. Mr. Cox is asking for permission to purchase a used roadside mower without going out to bid at a considerable savings to the Town. He said \$40,000 has been budgeted in his 2018-2019 Capital budget to replace the mower used to cut the grass along the sides of the road. He added that he has been able to locate a used mower attachment for the Tracless sidewalk plow for \$18,000 rather than paying \$40,000 for a new unit. The used mower comes from Connecticut and can be paid for after July 1, 2018.

It was noted the used mower comes with a 2-year warranty. Selectman Lyons asked if this should go out to bid to other companies also for a used machine. Chairman Douglass said he has no issues with saving the town \$22,000 but expects the 2-year warranty to be just as good as a new one.

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

VOTED

To approve the purchase of the used roadside mower for \$18,000 without going out to bid with the condition that the warranty is as good as a new one.

18-43 CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT CERTIFIED LOCAL GOVERNMENT (CLG) GRANT MONEY IN THE AMOUNT OF \$24,995 TO REPLACE THE TOPSHAM FAIRGROUNDS GRANDSTAND ROOF

Assistant Planner, Carol Eyeran, said that on March 1st, the Board approved the submission of the FY2018 Federal Historic Preservation Fund CLG Grant for \$24,995 to replace the Topsham Fairgrounds Grandstand roof. The grant application was submitted to the Maine Historic Preservation Commission in March, 2018. In April, Topsham received an award letter from the State for the \$24,995 for the entire grant request. The total estimated project cost is \$56,037.28. The rest of the funding will be through volunteer in-kind donation of time and cash by the Agricultural Society. A small portion of in-kind donation of time by the Town staff is also included for record maintenance, program coordination and sign production.

Following Ms. Eyeran's presentation, motion was made by Chairman Douglass, seconded by Selectman Lyons and it was

VOTED

To accept the grant of \$24,995 for the Fairgrounds Grandstand Roof. (vote was 3-0-1, with Selectman Brillant abstaining.)

18-44 CONSIDERATION AND ANY APPROPRIATE ACTION ON SEEKING APPROVAL TO OUTSOURCE BILLING FOR EMERGENCY MEDICAL SERVICES

Chris McLaughlin, Fire Chief came before the Board to request permission to hire an outside EMS billing company to outsource billing for emergency medical services. He said the EMS billing can be complex and continues to change constantly. With the increase in call volume and time required for billing, we are missing out on potential revenues EMS billing companies specialize in collecting monies and following up on bills. Mr. McLaughlin said some immediate benefits include eliminating our EMS billing software (currently \$4,000 a year), reducing the administrative workload and hours spent on billing by working staff, and billing will be more streamlined, efficient and productive. Mr. McLaughlin said generally, municipalities that switch to an outside company see additional revenues even after paying for the service as collection rates typically increase. He said pricing proposals range from 4% to 12% and, based on our anticipated revenues of \$300,000, the annual cost would range from \$12,000 to \$36,000.

Mr. McLaughlin said he has received proposals from three firms:

- Cornstar Ambulance Billing, Rowley, MA – 4% of revenues
- Medical Reimbursement Services, Windham, ME – 6% of revenues
- New England Ambulance Billing – 12% of revenues

He asked the Board to consider hiring Medical Reimbursement Services as they are a local company with 30 years of experience that services over 50 providers in Maine.

The Board discussed Mr. McLaughlin's request and threw concerns on the table such as trying for a 1-year contract, not the recommended 3-years with the thinking if we are not satisfied, we can cancel after one year. It was noted that a retirement notice has been received from an individual in the office to be effective the 1st of August. Chairman Douglass asked emergency services and the Town Manager to discuss what can be done with the position to be effective for the Town. Selectman Lyons said she was still going to vote in favor of outsourcing the billing. Motion was made by Selectman Lyons, and seconded by Selectman Brilliant to take the Fire Chief's advice and outsource the billing for Emergency Medical Services.

Motion was then made by Selectman Thompson to table Item 18-44 until the Town Manager has an opportunity to come back with suggestions for the vacant position. Motion was seconded by Chairman Douglass. **Vote was called resulting with 2 in favor and 2 against.**

Vote was then called for the motion made by Selectman Lyons to take the Fire Chief's advice and outsource the billing for Emergency Medical Services. **Vote resulted with 2 in favor and 2 against.**

18-45 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDED AUDIT SERVICES CONTRACT TO SMITH AND ASSOCIATES

Town Manager Roedner said that Smith and Associates has been conducting our audits for many years. New personnel have taken the lead at the firm over the past couple of years, which has resulted in changes to the way they conduct the audits. The total fee is estimated at \$11,250, which is a bit lower than we paid last year, due to the lack of a Single Audit. Mr. Roedner recommended that the Board approve the award of FY 18 audit services to Smith and Associates.

Question was asked at what time do we look for a different auditor. Board members agreed that they have faith in the work Smith and Associates do but that the Board may consider a different firm for good business practice in the future.

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

VOTED

To accept the Audit Proposal from Smith & Associates, CPTs for the year ending June 30, 2018.

EXECUTIVE SESSION

At 8:15 p.m., motion was made by Chairman Douglass, seconded by Selectman Thompson and it was unanimously

VOTED

To move into Executive Session to discuss the acquisition of real property pursuant to 1 M.R.S.A. §405 (6) (A) – Agenda Item 18-46, and M.R.S.A. §405 (6) (C) – Agenda Item 18-47

Board members Douglass, Brilliant, Lyons and Thompson, along with the Town Manager entered into Executive Session.

At 9:40 p.m. the Board returned from Executive Session, with above members still present.

18-46 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO 1 M.R.S.A §405 (6) (A)

The Chair reported that on 18-46, there was no action needed on the personnel discussion.

18-47 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION TO DISCUSS THE ACQUISITION OF REAL PROPERTY PURSUANT TO 1 M.R.S.A §405 (6) (C)

The Board noted that the May 6 letter from Crooker Construction to the Planning Board was never provided to the Board of Selectmen, and that the Board was willing to meet with Crooker Construction, the neighborhood and the Planning Board, when appropriate to not interfere with the Planning Board process.

Motion was made by Chairman Douglass, seconded by Selectman Thompson, and it was unanimously (of those present)

VOTED

To direct the Town Manager to request a joint Planning Board/Board of Selectmen workshop to be held on July 26..

Motion was made by Chairman Douglass, seconded by Selectman Thompson, and it was unanimously (of those present)

VOTED

To direct the Town Manager to continue investigating the options surrounding item 18-47, with respect to property suitability.

ADJOURNMENT

At 10:00 p.m., motion was made by Selectman Lyons to adjourn, seconded by Chairman Douglass, and it was so voted.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 07/19/2018

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 Special Selectmen meeting 06-28-2018.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager **Date:** 07-03-2018

June 28, 2018
Draft Minutes

MINUTES

Board of Selectmen
June 28, 2018

The Chairman called the meeting to order at 6 pm.

All members, plus the Town Manager, were present.

The Manager reported on a previous discussion regarding the proposed Crooker Rezoning request, and provided up to date site plans of the proposal that had previously been given to the Planning Board.

ITEM 18-48 Executive Session

Mr. Douglass made a motion to enter into Executive Session per 1 MRSA §405 (6) (A) to discuss a personnel matter. The motion was seconded by Ms. Lyons, and all were in favor. All members of the Board and the Town Manager entered into Executive Session at 6:05.

The Board returned from Executive Session at 7:55 pm, all members and the Town Manager still present.

The Chairman reported that there was no report from Executive Session at this time.

Motion from Mr. Tufts to adjourn at 7:56 pm, seconded by Mr. Thompson, and all were in favor.

Submitted by,

Richard Roedner

Board of Selectmen Meeting

For the date of: 07/19/2018

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- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- Old Business
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- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 18-49

(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 proposed letter to Federal Highway Administration supporting the replacement of the Wood Bridge and continuing role of DAC.

Brief Description of Consent or Agenda Item: see attached letter

Submitted by John Shattuck, Director of ECD **Date:** 07-10-2018

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: July 12, 2018
Re: Item 18-49, Letter of Support for FW Bridge removal

Attached is a letter that is being considered by the Brunswick Town Council this next week, as well as a draft letter for the Board of Selectmen to consider. The letters reflect official support from both communities for the DOT/Federal Highway decision to replace the FW Bridge, and the designation of the joint Design Advisory Committee as the representative of the both communities in the continuing Section 106 process. The final decisions expected from the §106 are how to memorialize the existing bridge, given its historic nature.

The letters also identify the DAC as the entity to negotiate on behalf of the two towns for memorialization, upgrades, cost-shares, etc.

July 19, 2018

Mr. William Pulver, P.E., Director
Bureau of Project Development
Maine Department of Transportation
16 State House Station
Augusta, Maine 04333-0016

Dear Mr. Pulver:

The Topsham Board of Selectmen acknowledges the long service of the Frank J. Wood Bridge that, since 1932, has served as the primary link between the lower village of Topsham and downtown Brunswick. The Town Council appreciates the extensive analysis the Maine Department of Transportation (MDOT) conducted in considering rehabilitation or replacement of the bridge.

Since February 2015, the MDOT has held numerous public sessions to present its findings and to gather input. In addition to these sessions, MDOT and the Federal Highway Administration (FHWA) have conducted several section 106 public meetings, and the Brunswick-Topsham Bridge Design Advisory Committee (DAC) has held many public work sessions. In addition to considerations of safety, engineering, cost, constructability, and maintenance, MDOT also considered the transportation needs of all users, including bicyclists and pedestrians, as well as environmental, cultural, social, and economic factors. MDOT projects that replacement of the bridge has a lower initial cost, lower life cycle cost, and will result in less business disruption during construction.

Pursuant to 36 CFR §800.2(c)(3), the Town of Topsham is a statutorily designated consulting party to the §106 process. At its July 19, 2018 meeting, the Selectmen authorized this letter and supports:

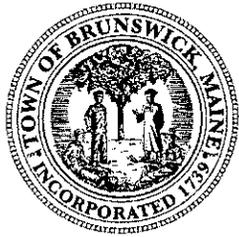
- (1) The selection by MDOT of Alternative 2 - the new curved upstream replacement bridge - as its preferred alternative, and
- (2) The designation of the DAC to provide local input regarding historic mitigation and other design elements to ensure that the final design for the new bridge best meets the public's transportation needs while incorporating, to the extent technically and financially feasible, the aesthetic and functional preferences of both Topsham and Brunswick. This includes considering possible local cost share items, provided of course, that the Town Council retains the final authority to bind the Town and authorize funding.

The Topsham Board of Selectmen and town staff look forward to continuing to work with you on this project and on other matters in the years ahead.

Sincerely,

David Douglass
Chair, Board of Selectmen

cc: Cheryl Martin, FHWA, Maine Division



Town of Brunswick, Maine

INCORPORATED 1739

TOWN COUNCIL

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-725-6659

FAX 207-725-6663

July 16, 2018

Mr. William Pulver, P.E., Director
Bureau of Project Development
Maine Department of Transportation
16 State House Station
Augusta, Maine 04333-0016

Dear Mr. Pulver:

The Brunswick Town Council acknowledges the long service of the Frank J. Wood Bridge that, since 1932, has served as the primary link between the lower village of Topsham and downtown Brunswick. The Town Council appreciates the extensive analysis the Maine Department of Transportation (MDOT) conducted in considering rehabilitation or replacement of the bridge.

Since February 2015, the MDOT has held numerous public sessions to present its findings and to gather input. In addition to these sessions, MDOT and the Federal Highway Administration (FHWA) have conducted several section 106 public meetings, and the Brunswick-Topsham Bridge Design Advisory Committee (DAC) has held many public work sessions. In addition to considerations of safety, engineering, cost, constructability, and maintenance, MDOT also considered the transportation needs of all users, including bicyclists and pedestrians, as well as environmental, cultural, social, and economic factors. MDOT projects that replacement of the bridge has a lower initial cost, lower life cycle cost, and will result in less business disruption during construction.

Pursuant to 36 CFR §800.2(c)(3), the Town of Brunswick is a statutorily designated consulting party to the §106 process. At its July 16, 2018 meeting, the Town Council authorized this letter and supports:

- (1) the selection by MDOT of Alternative 2 - the new curved upstream replacement bridge - as its preferred alternative, and
- (2) the designation of the DAC to provide local input regarding historic mitigation and other design elements to ensure that the final design for the new bridge best meets the public's transportation needs while incorporating, to the extent technically and financially feasible, the aesthetic and functional preferences of both Topsham and Brunswick. This includes considering possible local cost share items, provided of course, that the Town Council retains the final authority to bind the Town and authorize funding.

The Brunswick Council and staff look forward to continuing to work with you on this project and on other matters in the years ahead.

Sincerely,

John M. Perreault
Chair, Town Council

Cc: Cheryl Martin, FHWA, Maine Division

Board of Selectmen Meeting

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Agenda Number 18-50

(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 the appointment of Patrick Coen to the Finance Committee.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager **Date:** 07-03-2018

Board of Selectmen Meeting

For the date of: 07/19/2018

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- Additional Information

Agenda Number 18-51

(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 to discuss the changing of Brookside, Homeplace and Somerset Streets to one name for E-911 purposes.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager **Date:** 07-03-2018

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: July 11, 2018
Re: Brookside/Homeplace/Somerset, E911

Following our recent discussions about traffic and stops signs along these streets, the issue was raised about E-911. E-911 is the Emergency addressing system established by the State to make identifying addresses easier for emergency responders. Minutes, or seconds, lost in response can dramatically change the outcome of a 911 call.

The E-911 protocols help to direct street numbering practices, as well as street naming practices. Such things as prohibiting Elm St. and Elm Ave. in the same town are one example of street naming practices, as is changing the name of a street in the middle of a long stretch of roadway.

Chapter 185, Article V, Street Naming and Numbering, is our local code regarding how we name and number streets.

If you look at 185-12.A.3 (attached) it reads “each new road shall have the same name throughout the entire length”. The next section deals with numbering, keeping numbers consistent, and progressive.

We are bringing this to the Board, **not as a recommendation**, but merely as an issue to consider. We now have a single road, that has no major points of deflection (corners or other changes in direction that could reasonably lead to looking to two separate streets) that starts as Brookside, becomes Homeplace and then becomes Somerset. The numbering also changes based on which street you are on.

Staff is looking to the Board for some guidance on this street naming issue. Do we leave it as it has always been, knowing that we are not consistent with E-911 protocols or our local ordinance, or do we start a discussion with owners along these streets about changing the names to a single name?

Rich Roedner

From: Justin Hennessey
Sent: Thursday, May 31, 2018 4:17 PM
To: Rich Roedner
Cc: Dennis Cox
Subject: Agenda 18-37 Homeplace not extension

Rich,

I read the packet for the upcoming Board of Selectmen meeting with an agenda item 18-37 for stops signs on "Home Place Extension".

For clarity, please be aware the road name in the E911 database is Homeplace, one word. Also the new section of Homeplace does not have the designation of "Extension" in E911.

The new section of private road being built in "The Glades Subdivision" was assigned the name Homeplace from the end of existing public road Homeplace, continuing to the CMP corridor. At the CMP corridor, the name will transition to Somerset Place. The house numbers will continue to increment from the existing homes on Homeplace, increasing in range as it approaches Somerset Pl.

I also concur with Dennis, the roads named Brookside, Homeplace, Somerset should ideally all be renamed to a single street name, with all homes forced to renumber to the new unified road name between Foreside Road and Arbor Avenue. However, as addressing officer, I will not initiate that action without clear direction to do so from the Board of Selectmen.

Justin Hennessey, CMA
Assessor / Addressing Officer
Town of Topsham
100 Main Street
Topsham, ME 04086
Phone 207-725-1722
Fax 207-725-1736

Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of an agency or public official that has been received or prepared for use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail with Town offices or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

Rich Roedner

From: Rich Roedner
Sent: Friday, June 08, 2018 9:28 AM
To: Chris Lewis; Fred Dunn; William Collins
Cc: Rich Roedner (rroedner@topshammaine.com)
Subject: Somerset/Home Place

As you all know, Home Place has been extended all the way to Somerset, creating a through route from Middlesex to Foreside. There is concern amongst residents on Somerset particularly of this becoming a major short cut, with increased traffic and speeds. At the BoS meeting last night, the Board voted to not install a 'Stop' sign for traffic heading from Home Place to Somerset. Instead, I suggested that we use our traffic monitors to create some baseline data for that stretch of roadway – perhaps in 2 or 3 locations along the whole route – and then periodically monitor to see if traffic counts are increasing, or if speed is becoming an issue.

Can you please take a look at this area, and then implement a traffic monitoring protocol?

Thanks

Rich

Richard Roedner
Town Manager
100 Main St.
Topsham, ME 04086

207-725-5821 ext. 2110

rroedner@topshammaine.com

www.topshammaine.com

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*Town of Topsham, ME
Wednesday, July 11, 2018*

Chapter 185. Street Design and Acceptance

Article V. Street Naming and Numbering

§ 185-9.2. Purpose.

The purpose of this article is to enhance the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical services personnel in the Town of Topsham.

§ 185-10. Statutory authority.

This article is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1, of the Constitution of the State of Maine and 30-A M.R.S.A. § 3001.

§ 185-11. Administration.

This article shall be administered by the Town of Topsham Addressing Officer, which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in §§ 185-12 and 185-13. The Office of the Assessor shall be responsible for maintaining the following official records of this article:

- A. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- B. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

§ 185-12. Naming system.

- A. All roads that serve two (2) or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way or similar paved gravel or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Topsham shall not constitute or imply acceptance of the road as a public way.
- B. The following criteria shall govern the naming system:
 - (1) No two (2) roads shall be given the same name (e.g., no Pine Road and Pine Lane).
 - (2) No two (2) roads should have similar sounding names (e.g., Beech Street and Peach Street).
 - (3) Each new road shall have the same name throughout its entire length.

§ 185-13. Numbering system.

- A. Numbers shall be assigned every fifty (50) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by number origin.
- B. The following criteria shall govern the numbering system:
 - (1) All number origins shall begin from the designated center of Topsham or that end of the road closest to the designated center. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
 - (2) The number assigned to each structure shall be that of the number interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling to the driveway of said structure.
 - (3) Every structure with more than one (1) principal use or occupancy shall have a separate number for each use occupancy [i.e. apartments will have one (1) road number with an apartment number, such as 235 Maple Street, Apt. 2].

§ 185-14. Compliance.

All owners of structures shall, by the date stipulated in § 185-16, display and maintain, in a conspicuous place on said structure, the assigned numbers in the following manner:

- A. Number on the structure or residence. Where the residence or structure is within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- B. Number at the street line. Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mailbox or on some structure at the property line next to the walk or access drive to the residence structure.
- C. Size and color of number. Numbers shall be displayed in a contrasting color to the background on which they are applied, shall be located to be visible from the road, and shall be of sufficient size to be easily readable from the road. The minimum size of any numbers shall be four (4) inches.
- D. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this article.
- E. Interior location. All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

§ 185-15. Construction and subdivisions.

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this article and as follows:

- A. New construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Office of the Assessor. This shall be done at the time of the issuance of the building permit.
- B. New subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system with the preliminary plan submission to the Planning Board. Approved by the Planning Board, after consultation with the addressing officer, the plan shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan lines or dots in the center of the streets every fifty (50) feet to

aid in assignment of numbers to structures subsequently constructed.

§ 185-16. Effective date.

This article shall become effective by adoption at Town Meeting May 15, 1996. It shall be the duty of the Office of the Assessor to notify by mail each property owner and the post office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each property owner to comply with this article, including the posting of new property numbers, within thirty (30) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Board of Selectmen Meeting

For the date of: 07/19/2018

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 1852

(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 demolition of the Old Fire Station.

Brief Description of Consent or Agenda Item: see memo

Submitted by Dennis Cox, Public Works Director

Date: 07-03-2018



TOPSHAM PUBLIC WORKS
 100 MAIN STREET / 10 MAINTENANCE WAY
 TOPSHAM, ME 04086
 207-725-1728 / FAX 207-725-1739



To: Rich Roedner
 From: Dennis Cox
 Subject: Demolition of Old Fire Station
 Date: July 10, 2018

The purpose of this memo is to communicate the results of going out to bid on the removal of the old fire station on Green Street in Topsham. The asbestos has been removed and the demolition of the structure and removal of debris is the final step.

I have included a copy of the bid document that I sent out to seven contractors, of which I received five back. The bids received are as follows:

Ray Labbe & Sons, Inc.	\$22,780.00	completed 7/31/18
Triple K Excavation	\$24,500.00	44 days from signing
Chabot's Construction Comp.	\$33,000.00	14 days from signing
Copp Excavating, Inc.	\$19,481.43	Start 7/24, complete 7/26
Crooker Construction, LLC.	\$24,595.00	prior to 11/30, 3 days

All five bids meet the specifications and include: tearing down the building safely, hauling off the material and paying for the disposal of said material. The work does not include the removal of the foundation, but does include the removal of all materials to the cement floor height. I included the time frame in which the work would be done by the contractors.

For informational purposes, the estimated cost for Public Works to tear down the building is \$7,800 excavator rental, construction debris disposal \$7,500 and the concrete disposal \$6,500; for an estimate of \$21,800. I estimate that it would take three weeks to complete the project and prevent the department from doing other work that would have normally been getting done.

I would recommend Copp Excavating who is low bid for \$19,481.43.

As a side note, there was \$15,000 in a budgeted line for the removal of the old station with \$1,345 spent for the asbestos abatement, \$6,510 for the removal of the asbestos; leaving \$7,145.

Please contact me with any questions on this bid process and results.



TOPSHAM PUBLIC WORKS
100 MAIN STREET / 10 MAINTENANCE WAY
TOPSHAM, ME 04086
207-725-1728 / FAX 207-725-1739



June 5, 2018

RE: The Town of Topsham is soliciting bids for the demolition of its old fire station on Green Street in Topsham.

Dear Sir:

The Town of Topsham is soliciting bids to demolish the old fire station and dispose of the materials from the building. The building has had an asbestos assessment done and it has been removed.

Please return your sealed bid(s) to:

Town of Topsham
100 Main Street
Topsham, Maine 04086

Attn: Building Demolition

Please return your sealed bid by Monday, June 25, 2018 at 10:00 AM, at which time all bids will be opened in the Town Manager's Office. Bidders are invited to attend the bid opening.

Please include a schedule to perform this work, both a start date and an estimated length of time to complete the demolition.

Any questions pertaining to this building removal shall be directed to Dennis Cox at Public Works, 725-1728 or e-mail dcox@topshammaine.com

The Town reserves the right to accept or reject any or all bids submitted. Only written bids will be considered.

Thank you,

Dennis Cox, Director
Topsham Public Works

Brief description of the building:

Size: 60 ft. x 70 ft., two story

Construction: Masonry block and wood frame

Roof: asphalt shingles

Miscellaneous: several steel posts and beams, several glass windows,
(3) 12' wide x 10' high overhead doors w/ operators, some copper piping,
Several fluorescent light fixtures

Contact Dennis Cox at Topsham Public Works to view the inside of the structure or answer any questions, 725-1728.



Ray Labbe & Sons, Inc.

4 Highland Road, Brunswick, ME 04011 Tel : 207-725-7336 Fax : 207-725-0796

June 25, 2018

Mr. Dennis Cox
Town of Topsham
100 Main St.
Topsham, ME 04086

Re: Green St. Fire Station Demolition

Below is our proposed scope of work and price quote for the above referenced project. This quote is specific to the itemized scope only. Any additional work required not listed below is to be considered an extra to the proposed contract.

- Safe work zone
- Erosion control measures
- Dust control
- Demolish building structure from the concrete slab, up
- Load, haul, and dispose of wood structure material
- Load, haul, and dispose of masonry structure material
- All disposal fees included

The above scope of work completed for the lump sum of: \$22,780.00

Exclusions: Permits, removal and disposal of hazardous materials, removal and disposal of concrete foundations and slabs, site construction fence.

Schedule: Anticipated completion date no later than 7/31/18, needing one week to complete.

Robert J. Walton
Senior Estimator/PM

TERMS: This proposal will be honored for 30 days from submitted date. A 25% deposit is required with full payment due upon completion. Retainage will not be withheld from this project. There will be a **LATE CHARGE** of 2% per month (an **ANNUAL PERCENTAGE RATE OF 18%**) applied to any balance which remains unpaid thirty days or more past requisition date. Ray Labbe & Sons, Inc. shall be entitled to recover all costs incurred with the enforcement of this contract, including but not limited to reasonable attorney fees and waive any presentment, demand, protest, and any other notice from Ray Labbe & Sons, Inc. regarding this guarantee or payment.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry all necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Proposal

Triple K Excavation
57 Reed Rd.
Durham, ME 04222

PROPOSAL SUBMITTED TO: <u>Town of Topsham</u>	JOB NAME <u>Fire Station Demo</u>	JOB #
ADDRESS <u>100 Main St.</u>	JOB LOCATION <u>Green St.</u>	
<u>Topsham, ME 04086</u>	DATE <u>6/25/18</u>	DATE OF PLANS
PHONE # <u>725-1728</u>	FAX #	ARCHITECT

I hereby submit specifications and estimates for: Demo fire Station on Green St. to include

- * furnish all mtl's, equipment, personnel to successfully complete job.
- * proof of insurance will be provided
- * work to commence within 30 days of awarding bid.
- * Work to be completed within 2 weeks of starting demo
- * All safety rules will be implied

Any questions feel free to call me @ 740-0177

I propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:
Twenty four thousand five hundred dollars, 24,500.00 Dollars
 with payments to be made as follows: paid in full within 30 days of completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted [Signature] Steven S. Balm Triple K

Note - this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____

Signature _____

CHABOT'S CONSTRUCTION COMPANY

83 SPRAGUE MILLS RD. GREENE, ME. 04236

TEL: 207-946-5797 FAX: 207- 946-2736

Demo Fire Station
Green St.
Topsham, Me.

6-25-18

To: Town of Topsham
100 Main St.
Topsham, Me. 04086

Chabot's Construction Company agrees to do the following work on the above stated project:

- 1) Demolish existing building as shown at above address.
- 2) Asbestos and other hazardous materials to be removed by others.
- 3) Properly dispose of debris removed by Chabot's Construction Company at approved landfill.
- 4) Foundation and slab to remain (add \$5,000.00 for foundation removal).
- 5) All salvage to be retained by contractor.
- 6) Job to be completed within 14 days.

The owner agrees to pay Chabot's Construction Company the lump sum price of \$33,000.00 (THIRTY-THREE THOUSAND DOLLARS) with payments to be paid as follows: \$5,000.00 to be paid upon commencement and balance immediately upon completion.

Accepted by Owner/Date

Paul J. Chabot/ President

COPP EXCAVATING, INC.

190 Pinkham Brook Road, Durham, Me 04222

Bid Form

Contractor:

**Copp Excavating, Inc
190 Pinkham Brook Road
Durham, ME 04222
207-353-7174**

Project:

**Town of Topsham
100 Main Street
Topsham, ME 04086
Building Demolition**

Demo Old Fire Barn on Greene Street, Topsham, Maine.

Excluding Concrete Slab

All Demo Debris will be Hauled off to Grimmel Industries in Topsham, Maine

When Completed the Site will be Swept with a Parking Lot Sweeper

Total Bid Amount \$19,481.43

Schedule for Work:

Start Date	July 24, 2018
Completion Date	July 26, 2018

Board of Selectmen Meeting

For the date of: 07/19/2018

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 18-53

(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 discuss requesting DOT to look at speed limits again on River Road and reduce speed from 40 to 30 at the intersection of Raymond Road and River Road.

Brief Description of Consent or Agenda Item: see attached letter of request

Submitted by Rich Roedner, Town Manager **Date:** 07-03-2018

Dear Ms. Lyons,

I purchased a home at 21 River Road in August 2016. I am concerned about excessive vehicle speeds on the road near my home. The set limit is 40mph, but vehicles frequently appear to be traveling much faster than the set speed limit.

I am wondering if the speed limit could be reduced to 30 until the intersection of Raymond Road and River Road. This would keep the set limit 10 mph lower on a hilly and twisty segment of road. I frequently am walking from my drive to Raymond Road, and although am excessively careful, am quite concerned for my safety. Additionally, just exiting from my driveway is an exercise in derring-do, as many cars are traveling at speeds that make it impossible to see them before exiting.

Thank you for your attention to this matter. If I should seek assistance with this concern elsewhere, please let me know.

Best wishes,
Alice Elliott
21 River Road
Topsham

Total Control Panel

To: rlyonsbos@topshammaine.com
From: elliott.alice@gmail.com

Message Score: 20
My Spam Blocking Level: Medium

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

[Block](#) this sender
[Block gmail.com](#)

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

Board of Selectmen Meeting

For the date of: 07/19/2018

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 18-54

(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 to enter into executive session pursuant to 1 M.R.S.A. 405 (6) (F) to discuss the re-purchase of tax foreclosed property.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager

Date: 07-03-2018