

**7:00PM Board of Selectmen Meeting  
Topsham Municipal Building  
Donald A. Russell Meeting Room  
June 20, 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 –**

**Adjustments to the Agenda –**

**Consent Calendar –**

1. Approval of the minutes of the Regular Selectmen meeting April 18, 2019.
2. Approval of the minutes of the Regular Selectmen meeting June 6, 2019.

**Public Hearing –**

**Unfinished Business –**

**19-20-**Consideration and any appropriate action on union grievance related to Health Reimbursement Accounts (HRA).

**Old Business –**

**New Business –**

**19-43-** Consideration and any appropriate action on acceptance of Land for Maine Future Grant.

**19-44-** Consideration and any appropriate action on anticipated road closure for River Road.

**19-45-** Consideration and any appropriate action on creating a facilities committee.

**19-46-** Consideration and any appropriate action on painting/repairing soffits on Town Hall and /or Public Safety Buildings.

**Executive Session-**

**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.

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: 06/20/2019

**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 04-18-2019.

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

**Submitted by** Rich Roedner, Town Manager **Date:** 04-11-19

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
DONALD A. RUSSELL MEETING ROOM  
APRIL 18, 2019 – 7:00 P.M

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MEMBERS PRESENT: David Douglass  
William Thompson  
Roland Tufts

MEMBER(S) ABSENT: Marie Brilliant and Ruth Lyons

STAFF PRESENT: Richard Roedner, Town Manager and Derek Scrapchansky, Assistant  
Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, April 18, 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, except for Selectman Brilliant and Selectman Lyons, both of whom had been excused.

**TOWN MANAGER'S REPORT**

- BIG TRUCK day is tomorrow, Friday, April 19, at the Topsham Public Library, from 10:00 a.m. to Noon. We are asking visitors to park at the Recreation Fields on Foreside Road and walk down to the library, due to space constraints.
- The next Household Hazardous Waste collection day is almost upon us. The date is Saturday April 27, 9:00 a.m. to 1:00 p.m. Information is available on the Topsham website. Please note that you must pre-register in order for your items to be accepted.
- Also on Saturday, April 27, is the next Drug Take Back Collection at the Topsham Police Department 10:00 a.m. until 2:00 p.m. Bring in your old, unused, expired medications for proper disposal. We cannot accept liquids or any needles.
- Last news concerns the annual Easter Egg Hunt. Friday's Flashlight Hunt will take place as scheduled at the Foreside Field. This is for 8, 9, and 10 year olds only. The event starts at 8:00 p.m.

- On Saturday, McDonald's is sponsoring breakfast with the Easter Bunny from 8:00 a.m. until 9:30 a.m. at McDonalds.
- Due to the weather, Saturday's Hunts are being relocated from the Foreside Field to the Mount Ararat High School Gym. The times are also changing to allow late stragglers to get there on time. 2, 3, and 4 year olds will be at 10:30 a.m.

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

### **Update from Denise Tepler, Representative House District #54**

Representative Denise Tepler presented an update of happenings at the House of Representatives in Augusta, including:

- Municipal Revenue Sharing
- Hearing this coming Wednesday on three bills on the Brown Tail Moth problem
- Her work on the Brunswick Naval Museum and Memorial Garden
- LD 1177 – Improving the Public Sector - Labor and Health Commission
- LD 900 – Bill that would grant public legislative court, municipal county court house, teachers, etc. the right to strike...would give employees the right to shut down government
- Talked about new site where people can post on line and become a part of public records
- Representative Tepler extended an open invitation to kids in her district to come to Augusta to be pages. The kids would have to bring along a chaperone. Also welcomed anyone from the district to come to Augusts to shadow her.

### **Update from Steven Levesque, Executive Director of MidCoast Regional Redevelopment Authority (MRRA)**

The Board previously sent a letter to Mr. Levesque asked for an update on the water infrastructure situation at the annex and he presented an overview of the problems involved in getting the matter resolved.

Mr. Levesque explained the steps that have already been taken and the many conveyances from the Navy to address the problem and the roadblocks that have to be worked through to get the issues addressed, including how the new BRAC works. Money is a big problem as there are no funds available from the Navy and it seems everything needed to be done on this end has to be funded by MRRA. Plans are to remove the water tower at a cost of \$100,000. The tower can be removed without affecting the water system currently in use. There are 1.75 miles of waterline in Topsham that need to be replaced. The Federal Government has been notified that it should be a moral obligation of theirs to help, but they have not responded. The decaying waterlines were put in in the 40's and 50's and it is anticipated to cost approximately \$3 million to replace them. Mr. Levesque was told by the USDA that Topsham is too wealthy to be able to apply for a grant.

Chairman Douglass said it is important to get this situation solved as we have 200 residents living in the annex area. He asked if there have been conversations with Senator Collins. Mr. Levesque said "yes" and response was that they couldn't help. Suggestion was made to look into a Community Development Block Grant.

The Town Manager said he talked to Representative Tepler to inquire about the possibility of applying for an Infrastructure Bond. She agreed to put a request in at the November session.

**PUBLIC COMMENT** – **Jane Scease** commented on LD 1177 and LD 900. She said the Teacher’s Union is pushing these and their passing could be very costly. She urged the Board to help in any way they can.

**CORRESPONDENCE** – Chairman Douglass noted receipt of a letter from Karen Murphy (the one she read at the last Board meeting) and said the letter has been placed in file.

**ADJUSTMENTS TO THE AGENDA** – Letter dated April 18, 2019 to Senator Diamond, Chair and Members of the Joint Committee on Transportation from the Board of Selectmen regarding LD 1141 Resolve, Directing the Department of Transportation to Construct the Merrymeeting Trail from Topsham to Gardiner was noted and filed with these minutes. It was agreed that the Board would sign the original letter and put in the mail.

**CONSENT CALENDAR**

**1. Approval of the minutes of the Regular Selectmen’s Meeting of April 4, 2019.**

No action was taken on the minutes.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None noted.

**OLD BUSINESS** – None noted.

**NEW BUSINESS**

**19-25 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE HIRING WILLIAMS CONSTRUCTION FOR THE SAGADAHOC AGRICULTURAL SOCIETY FAIRGROUNDS GRANDSTAND ROOF/CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM**

Assistant Planner Carol Eyerman reviewed the 5 bids sent out and explained that only 2 of them met the specifications. The Historic District’s and Planning Board’s recommendation is to award the project to Williams Construction.

Following Ms. Eyerman’s presentation, motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

**VOTED**

To approve the hiring of Williams Construction for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof/Certified Local Government Grant Project.

**-19-26 CONSIDERATION AND ANY APROPRIATE ACTION ON WRITING OFF OUTSTANDING PERSONAL PROPERTY TAXES FOR A DECEASED BUSINESS OWNER**

Town Manager Roedner explained that the business owner is deceased and the Town is unable to collect the amount of back taxes due.

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

**VOTED**

To write off the outstanding personal property taxes going back to 2014 for Davis Construction in the amount of \$4,791,06, plus interest.

**19-27 CONSIDERATION AND ANY APPROPRIATE ACTION ON AMENDING TRAFFIC ORDINANCE TO REMOVE THE YIELD SIGN AT THE BOTTOM OF ELM STREET EXTENSION**

The Town Manager said this item came up at the Neighborhood Meetings. Elm Street Extension is now a one way, so the yield sign is no longer needed. Both Police Chief Chris Lewis and Public Works Director Dennis Cox have indicated that the sign can be safely removed.

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

**VOTED**

To remove the yield sign at the bottom of Elm Street Extension and the subsequent amendment to the Inventory List of Traffic Control Signs.

**ADJOURNMENT**

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

**VOTED**

To adjourn the meeting at 8:15 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary

# Board of Selectmen Meeting

For the date of: 06/20/2019

**Type of Item:**

- Board or Committee Presentation
- Consent Agenda Item
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- 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 regular Selectmen meeting 06-05-2019.

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

**Submitted by** Rich Roedner, Town Manager

**Date:** 04-11-19

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
DONALD A. RUSSELL MEETING ROOM  
JUNE 6, 2019 – 7:00 P.M

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MEMBERS PRESENT: David Douglass  
Marie Brilliant  
Ruth Lyons  
William Thompson

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Richard Roedner, Town Manager; and Derek Scrapchansky,  
Assistant Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, June 6, 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, except for Selectman Tufts, who was excused.

**TOWN MANAGER'S REPORT**

The Board of Selectmen will be meeting over the next several weeks to draft a work plan, stemming from the recent series of neighborhood meetings. Once that draft is done, there will be an effort to present a work plan and seek public input.

Next Tuesday, June 11, will be the public vote on ratifying the proposed SAD 75 Budget that was recommended by the District Wide Budget meeting held on May 23. Make sure you take a moment to show up to the polls and vote. The polls open at 8:00 a.m. at the Topsham Fairground Exhibition Hall.

When you get to the polls on Tuesday, you will notice a change. You will now be directed to enter the building from the other end. We are trying this new pattern to see if it will work better than what we used this past fall, when the processing time on the voting machines caused long lines and backups.

As part of the Town's approved budget for next year, we plan on creating a Facilities Committee to consider and advise the Board on a Community Center concept and/or added capacity at the Library. With the Board's concurrence, I would like to start accepting applications from residents who might be interested in serving on such a committee.

**Comments following the Manager's report** – Chairman Douglass commented that he had not heard about expansion of the library, but was in favor of a community center. Selectman Thompson asked if the proposed committee would look at both the library expansion and the community center. Selectman Lyons said she was told the Library Board wanted both considered together four months ago. Following discussion, it was agreed to place this item on the agenda for discussion at a future Selectmen's meeting.

The Board reached agreement to schedule June 24, 2019 at 6:00 p.m. for the first meeting to discuss drafting a work plan resulting from the recent series of neighborhood meetings. Board members will also reserve June 27<sup>th</sup> in case there is a need to meet for two evenings.

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

### **Update from Topsham Representatives on the SAD #75 Board of Directors**

Representatives from the SAD #75 Board of Directors presented an update on school activities.

- The new Superintendent and Assistant Superintendent will begin their positions on July 1<sup>st</sup>
- Reported on bus routes – schedules to be announced at a later date to begin on January 1
- Principals will hold a meeting on June 10 at the Williams Cone School
- 151 students will graduate on June 9
- The Highland Green Golf Scramble is scheduled for June 24
- Reported on progress on the new high school to be completed in May of 2020

Chairman Douglass said he was disappointed with the work done on the baseball field and the practice field. It was noted that the builder did an inadequate job and the results are unacceptable. SAD 75 Representative said the field has not been accepted yet and will not be until the contractors make it right.

Jane Scease reported that the students did a good job in designing a new school flag for the new building. She spoke of a new program underway to help homeless students. Host families are being sought to house these students.

**Update from History Committee** – Ralph Williams brought the Board up to date on what the History Committee is working on. He said a major project is underway to index the complete collection of pictures in the archives. Currently the information is in Mr. Williams' personal computer and he said he would like to have access to a laptop in the archives room at the municipal building. Work is being done to duplicate the oral history from cassette tapes to updated media. Work is being done to place photographs on line so citizens can view them.

Work is also being done to update the Policy Book. The Committee will bring same to the Selectboard for acceptance when it is completed. Mr. Williams said the Boston Post Cane plaque needs to be updated. He would also like to have a plaque placed on the bell in the Municipal yard.

Selectman Lyons asked if a new laptop is in the budget. Mr. Williams responded that it was not. The Town Manager said there may be money currently available in the budget for same. Selectman Lyons noted the importance of keeping the history on the Pejepscot Village.

**Update on Solid Waste Recycling changes coming in the new year**

Ed Caron, Solid Waste Director, distributed a “Topsham Solid Waste 2019 Recycling Guide.” The guide explains Zero-Sort Recycling, trash and items to keep out of zero-sort, hours of operation both for winter and summer months, user fees, coupon fees, fees for demo wood, brush and debris.

Mr. Caron talked about the concerns with future recycling fees and the need to educate the public. He is working on identifying ways to reduce costs. Mr. Caron said the market will recover, but no one is sure when. He plans to speak with Maine Recycling concerning their acceptance of clear glass.

**PUBLIC COMMENT** – None Noted.

**CORRESPONDENCE** – None noted.

**ADJUSTMENTS TO THE AGENDA** – None noted.

**CONSENT CALENDAR**

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

Motion was made, seconded and unanimously **VOTED** to table acceptance of the minutes of April 18, 2019.

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

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

**VOTED**

To approve the minutes of the Regular Selectmen’s Meeting of May 2, 2019 as written.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None Noted

**OLD BUSINESS**

**19-29 CONSIDERATION AND ANY APPROPRIATE ACTION ON ADOPTING A FEE SCHEDULE RELATED TO MARIJUANA LICENSING ORDINANCES**

Town Planner, Rod Melanson, reviewed his May 28, 2019 memo regarding medical marijuana licensing. Fee schedules were discussed at a prior meeting of the Board and based on instructions from the Board and the draft State of Maine license fees review, the following fees are proposed:

*Proposed Fee Language:*

*A \$250 non-refundable deposit is required with each application and shall be applied to the balance of the remaining application fee due seven calendar days upon the notice of an approved license from the Board of Selectmen.*

Caregiver Retail Store	\$3,000
Marijuana Products Manufacturing Facility	\$2,000
Marijuana Cultivation Facility	
Tier 1	\$1,000
Tier 2	\$2,000
Tier 3	\$4,000
Tier 4	\$6,000
Nursery	\$2,000
Marijuana Testing Facility	\$1,000

The Board agreed on an implementation date to have applications available on July 1<sup>st</sup>. An application package will be available on that date also.

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

**VOTED**

To adopt the fee schedule proposed in memo from Town Planner dated May 28, 2019 and to support an effective enactment date of July 1, 2019.

**NEW BUSINESS**

**19-33 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING THE BID FOR PAVING THE TOWN'S STREETS TO CROOKER CONSTRUCTION**

Public Works Director Dennis Cox spoke to this item and recommended that the Town hire Crooker Construction to do the paving work this season. He said the Crooker firm works with the Town scheduling the work as Public Works gets a road ready and historically they do quality work. He added that the price to Topsham is a competitive price when comparing the tonnages being placed over all and on individual jobs.

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

**VOTED**

To award the bid for paving the Town's streets to Crooker Construction per the rates stated in Mr. Cox's memo dated May 15, 2019 of \$71.95 per ton plus the escalator cost of tar.

**19-34 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING THE PROPOSAL FOR CULVERT ON BROOKSIDE DRIVE**

Public Works Director Dennis Cox spoke to this item and recommended that the Selectmen award the culvert replacement under Brookside Drive to Barton Construction. Bids were

received from Crooker Construction (\$47,500), Barton Construction (\$7,500) and Ray Labbe (\$60,000).

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

**VOTED**

To accept the bid from Barton Construction in the amount of \$7,500 to replace the culvert under Brookside Drive.

**19-35 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT TO THE SAD #75 BOARD TO COMPLETE AN UNFINISHED TERM UNTIL THE NOVEMBER ELECTION**

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

**VOTED**

To appoint Patrick Coen to complete the unfinished term on the SAD #75 Board of Directors.

**19-36 CONSIDERATION AND ANY APPROPRIATE ACTION ON ANNUAL RE-APPOINTMENTS**

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

**VOTED**

To approve the following annual appointments:

Tom Lister	Codes, Plumbing Inspector and Health Officer
Carol Eyerman	Alternate CEO, Administrative/Enforcement
Mike Labbe	Civil Emergency
Chris McLaughlin	Fire Warden/Health Officer
Dennis Cox	Road Commissioner

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

**VOTED**

To appoint Justin Hennessey as Town Assessor for a 5-year term.

**19-37 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENTS AND RE-APPOINTMENTS OF VARIOUS BOARDS AND COMMITTEES**

To approve the following re-appointments:

Bryan Bachelder	Weights & Measures
Gary Smart	Historic District Commission
Gail Eaton	Finance Committee
Tori Ryan	Finance Committee
Stuart Kay	Water District Trustee
Robert Barry	Board of Assessment Review
Mark Ponziani	Sewer District
Christopher LeClerc	Sewer District
David Marcello	Board of Appeals
Don Russell	Topsham Development, Inc.
Steve Pelletier	Topsham Development, Inc.

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

**VOTED**

To appoint Andrew Sturgeon to the Topsham Development, Inc. Board.

**EXECUTIVE SESSION**

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

**VOTED**

To move into Executive Session to discuss Agenda Items 19-38, 19-39, 19-40, 19-41 and 19-42.

(The voted was 3-0-1 with Selectman Thompson abstaining.)

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

The Board returned from Executive Session and back to regular session at 9:18 pm. All members and staff were still present.

**19-38 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. § 405 (6) (A) TO DISCUSS PERSONNEL MATTERS**

No action was taken on this item.

**19-39 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A. § TITLE 1 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY**

Motion was made by Chairman Douglass to deny the request to enter into a Repurchase Agreement for this income-producing property. The motion was seconded by Selectman Lyons. Vote was called and all were in favor.

**19-40 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A. § TITLE 1 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY**

Motion was made by Chairman Douglass to deny the request to enter into a Repurchase Agreement for this income-producing property. The motion was seconded by Selectman Lyons. Vote was called and all were in favor.

**19-41 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A. § TITLE 1 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY**

Motion was made by Chairman Douglass to authorize the Town Manager to enter into a Repurchase Agreement with the homeowner. Motion was seconded by Selectman Lyons. Vote was called and all were in favor.

**19-42 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A. § TITLE 1 405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY**

Motion was made by Chairman Douglass to authorize the Town Manager to enter into a Repurchase Agreement with the homeowner. Motion was seconded by Selectman Lyons. Vote was called and all were in favor.

**ADJOURNMENT**

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

**VOTED**

To adjourn the meeting at 9:22 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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** 19-20

(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 union grievance related to Health Reimbursement Accounts (HRA).

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

**Submitted by** Rich Roedner, Town Manager

**Date:** 03-19-2019

## MEMORANDUM

To: Board of Selectmen  
From: Richard Roedner, Town Manager  
Date: March 28, 2019  
Re: HRA grievance from IAM units

On March 13, 2019, I received a grievance (attached) from both the Supervisory and Operations Units of the IAM regarding the Health Reimbursement Accounts (HRA) that were established following our last approved collective bargaining agreement in 2016. At that time, the Union agreed to a different level health insurance plan, and the Town agreed to fund an HRA for all employees taking health insurance. The agreed upon value of the HRA was \$2,500 for those with single coverage, and \$5,000 for those with family plans. This was done knowing that the MMA Health Insurance Plan had a maximum out of pocket of \$3,000 for individuals and \$6,000 for family plans, which were not included in the contract language.

On January 1, 2019, MMA changed the maximum out of pocket totals to \$3,500 for single plans and \$7,000 for family plans. The Union is claiming a breach of the contract since the Town has raised the maximum out of pocket without a corresponding increase in the HRA totals.

The sought after remedy is to change the HRA levels going back to July 1, 2016 and to reimburse any employee that may have run out of HRA benefit during that period.

No damages to any employee are being claimed by the union based on the new limits.

My reply to the union is also attached. This was dated March 14. The union then appealed my denial to the Board, dated March 14. I have not scheduled this appeal for executive session as no sensitive employee information was included, nor performance issues alleged.

As noted in my letter to the union, the collective bargaining agreement clearly stated the limits of the HRA allowance at \$2,500/\$5,000, and no provisions were included to increase that level due to actions by any third parties, such as MMA raised out of pocket levels, or even the federal or state governments implementing limits on the total value of the HRA.

Further, the HRA rules established by the federal government clearly limit the time a claim can be made on a previous year's HRA, to 90 days after the end of the insurance year. Based on this alone, the sought after remedy cannot be granted.

**IAM LOCAL S89**  
**SUPERVISORY/OPEATIONS UNIT**  
**GRIEVANCE FORM**

Name of Employee: All supervisory and operations unit employees covered by Agreement between the Town of Topsham and Local S/89 District Lodge #4 dated July 1, 2016 – June 30, 2019

Date of Grievance filed: 3-13-2019

Signature of Grievant:  Tom Lister

Nature of violation:

Agreement between the Town of Topsham (Town) and Local S/89 District Lodge #4 (Union) dated July 1, 2016 – June 30, 2019 including Article 20 Health Insurance Health Reimbursement Account (HRA) and Article 33 Alteration of Agreement.

The Health Insurance Plan (PPO 1500) presented by the Town for negotiation 9/24/2015 listed Out of Pocket Maximum Deductible plus Coinsurance amounts per calendar year as \$3000 single/\$6000 family. The Town and Union negotiated Article 20 in good faith based on the proposed insurance plan, it was agreed that the Town would fund an HRA in the amount of \$2500 single subscriber and \$5000 for an employee electing dependent coverage in order to limit the maximum out of pocket expense per covered employee at \$500 single/\$1000 family.

The PPO 1500 Out of Pocket Maximum Deductible plus Coinsurance amounts per calendar year were unilaterally changed by the Towns insurance company to \$3500 single/\$7000 family resulting in a higher out of pocket expense per covered employee without the benefit of negotiation.

Settlement desired by the Union:

The Union requests that the contract be made whole in every way including funding the Health Reimbursement Account (HRA) described in Article 20 to levels that limit employee out of pocket expense to no more than \$500 single/\$1000 family. The Union further requests that this funding be made retroactive back to the contract date July 1, 2016 and that any covered employee having exceeded these out of pocket amounts be compensated in the amount exceeded.



Office of the Town Manager  
100 Main Street  
Topsham, ME 04086

Richard Roedner  
Town Manager  
Phone: 207-725-5821  
Fax: 207-725-1731  
roedner@topshammaine.com  
www.topshammaine.com

March 14, 2019

Mr. Tom Lister  
IAM Operations Unit Steward  
100 Main St.  
Topsham, ME 04086

Mr. Mike Labbe  
IAM Supervisory Unit Steward  
100 Main St.  
Topsham, ME 04086

Re: Grievance dated 3/13/19  
HRA funding levels

Dear Tom & Mike:

I am in receipt of the Grievance you have filed on behalf of both the Supervisory and Operations Units of the IAM Local S89. The grievance is filed over changes in the MMA terms of insurance. As noted in the grievance, "The Town and Union negotiated Article 20 in good faith (emphasis added) based on the proposed insurance plan, it was agreed that the Town would fund an HRA in the amount of \$2,500 single subscriber and \$5,000 for an employee electing dependent coverage in order to limit the maximum out of pocket expense per covered employee at \$500 single/\$1,000 family".

I agree completely that we negotiated in good faith and selected an insurance option and HRA plan with the agreed upon financial limits. We agreed to fund the HRA at the levels described, \$2,500/\$5,000. However, the contract does not include language that forever limits out of pocket to \$500/\$1,000 as suggested in your grievance statement. The language in the contract reads:

*"The Health Insurance plan provided to the employee in this unit is MMEHT PPO-1500. As part of the Health Insurance plan, the Town agrees to fund, on an annual basis, a Health Reimbursement Account (HRA) with the amount of two thousand five-hundred dollars (\$2,500.00) for a single subscriber and five thousand dollars (\$5,000.00) for an employee electing dependent coverage. Unused money in the HRA does not carry forward but the account is replenished each year to the amounts stated above."*

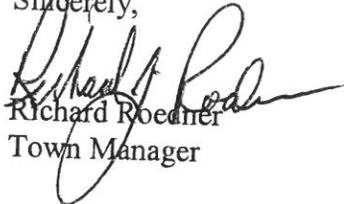
As you are aware, we continue to provide the PPO-1500 plan, and we continue to ensure adequate funding is in the budget to fund the HRA, with the limits we negotiated. I am sure you are also aware that we have no ability to affect the terms of the insurance policy, as those are decided by a third party.

Because the value of the HRA was clearly agreed to by all parties, and we have met our obligations under the contract with respect to the HRA values, I find that there is no violation of

the contract terms. Your request to retroactively increase the HRA amounts back to July 1, 2016 is denied.

Based on our Collective Bargaining agreement, you may appeal my decision to the Board of Selectmen within 15 working days of today's date, March 14, 2019.

Sincerely,



Richard Roedner  
Town Manager

**Step 1 Department Head response:**

Department Head Signature: 

Date of Union's receipt of Department Head response: 3-13-2019

Signature of Union Rep: 

Is the Union sending this grievance to step 2:  YES  NO

Date grievance submitted to 2<sup>nd</sup> step: 3-13-2019

**Step 2 Town Manager's response:**

*Denied - see attached.*

Town Managers Signature: 

Date of Union's receipt of Town Managers response: \_\_\_\_\_

Signature of Union Rep: \_\_\_\_\_

Is the Union sending this grievance to step 3: YES NO

Date grievance submitted to 3<sup>rd</sup> step: \_\_\_\_\_

**Step 3 Selectboard Chair response:**

Signature of Chair of the Board: \_\_\_\_\_

Date of Union's receipt of Selectboard chair response: \_\_\_\_\_

Signature of Union Rep: \_\_\_\_\_

Is the Union sending this grievance to step 4: YES NO

Date grievance submitted to 4<sup>th</sup> step: \_\_\_\_\_

**Step 4 Grievance Arbitration:**

Date of Notification to Town of Topsham of intent to arbitrate: \_\_\_\_\_

Signature of Union Rep: \_\_\_\_\_

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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:** 19.43

(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 acceptance of Land for Maine Future Grant.

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

**Submitted by:** Rod Melanson, Town Planner **Date:** 05-28-2019

## MEMORANDUM

To: Rich Roedner, Town Manager  
Selectboard  
Planning Board  
From: Rod Melanson, Planning Director  
Date: June 10, 2019  
Re: Head of Tide Park – Land for Maine’s Future Funding

As a follow up to our successful Land for Maine’s Future (LMF) grant to acquire the “Direzzo” upstream parking and water access parcel, we have the opportunity to accept a follow up “facility improvement” grant from LMF. The LMF program offers each prior year recipient to a small grant to assist in facility improvements...in our case given the small amount, we are looking to utilize the funding to install an information kiosk on this new parcel (which is part of our original site planning intent).

The amount we have been awarded (if you choose to accept) is \$788.00. This requires no matching money or follow up reporting (other than reporting an itemized invoice of money spent). I have estimated that an install of a kiosk (labor and materials) would be under \$1,000... which would have the potential of having us spend up to \$212.00.

Attached is the agreement to so sign with the state if you authorize the Town Managers signature to accept the award.

**STATE OF MAINE - AGREEMENT FOR SPECIAL SERVICES**

THIS AGREEMENT, made this \_\_\_\_\_ day of May 2019, is by and between the State of Maine, Department of Agriculture, Conservation and Forestry, hereinafter called "Department," and the Town of Topsham hereinafter called "Contractor," located at: 100 Main Street, Topsham, ME 04086.

**THE PARTIES AGREE TO THE FOLLOWING TERMS:**

1. **Scope of Services:** The Contractor will perform the following services for the Department: the Head of Tide Park Access Improvement project, as outlined and specified in the grant application to the Land for Maine's Future Program (which is included by reference) at the location of Topsham, ME; Service From Date March 26, 2019; Service To Date September 25, 2020.
2. **Invoices and Payment:** The Department shall pay the Contractor for services rendered up to \$788. Payment to be made by the Department after receipt and certification of itemized invoice(s) submitted upon the Contractor's usual billing form or letterhead, and upon receipt of a written report that describes the access improvements made, the ways the project enhances public uses, how the funds were expended, and photographs of the completed work.
3. **Independent Capacity:** The Contractor is an independent contractor for whom no Federal or State Income Tax will be withheld by the Department, and for whom no retirement benefits, workers' compensation protection, survivor benefit insurance, group life insurance, vacation and sick leave, liability protection, or similar benefits available to State employees will accrue.
4. **State Held Harmless:** The Contractor will indemnify, defend, and save harmless the Department, its officers, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Contractor, its employees, agents, or subcontractors. This indemnification does not extend to a claim that results solely and directly from (i) the Department's negligence or unlawful act, or (ii) action by the Provider taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of the Department in accordance with this Agreement. Nothing in this Agreement shall be construed as a waiver of the privileges or immunities of the State, its governmental entities, or its employees.
5. **Contractor Liability.** Contractor shall be solely liable and the Department shall have no liability for any claim arising out of the performance of work by Contractor under this Agreement. The State of Maine does not offer or provide insurance to protect the Contractor from liability for claims arising out of performance of work by Contractor under this Agreement and will not assume the defense of or indemnify the Contractor.
6. **Termination:** This Agreement may be terminated by the Department in whole, or in part, if the Department determines that such termination is in the best interest of the State. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of the work under this Agreement is terminated and the date on which such termination becomes effective. The Agreement may be equitably adjusted to compensate for such termination, and modified accordingly.
7. **Employment and Public Access:** State of Maine contracts for services are subject to statutory conditions related to nondiscrimination in employment, 5 M.R.S. § 784, and access to public records, 5 M.R.S. § 1816-A(4). The Contractor has read and does agree to the terms of these conditions.
8. **Entire Agreement:** This Agreement constitutes the entire agreement of the parties, and neither party shall be bound by any statement or representation, oral or written, not contained herein. This Agreement may only be modified by a written instrument signed by both parties.

IN WITNESS WHEREOF, the Department and the Contractor, by their representatives duly authorized, have executed this agreement in one original copy.

Provider: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maine Department of Agriculture, Conservation and Forestry Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The approval and encumbrance of this Agreement by the Chair of the State Procurement Review Committee and the State Controller is evidenced only by a stamp affixed to this page or by a Case Details Page from the Division of Purchases.

VC NUMBER	DOC TOTAL	FND	DEPT	UNIT	SUB UNIT	OBJ	JOB NO.	PROGRAM
VC0000128249	788.00	018	01A	Q411	07	7001		

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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:** 19-44

(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 anticipated road closure for River Road

**Brief Description of Consent or Agenda Item:** As part of the River Road Culvert replacement project a traffic control plan is being developed by the contractor (Crooker Const.). There is an anticipated 5 day road closure for late July early August. The traffic control plan will detail our public notice process, and on site traffic management. We will have this plan prior to the June 20<sup>th</sup> Selectboard meeting to share the details of traffic control.

**Submitted by:** Rod Melanson, Town Planner **Date:** 06/12/2019

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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:**

19-45

(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 creating a facilities committee.

**Brief Description of Consent or Agenda Item:** We have talked about the need for a Facilities Committee to consider needs and issues surrounding a Community Center – yes/no, what size, areas, features, etc. At last week’s 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. With the Board’s authorization, I will start advertising for members.

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

**Date:** 06-12-2019

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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:** 19-46

(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 painting/repairing soffits on Town Hall and /or Public Safety Buildings.

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

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

**Date:** 06-12-2019

## MEMORANDUM

To: Richard Roedner, Town Manager  
From: Derek Scrapchansky, Asst. Manager  
Date: June 4, 2019  
Re: Painting and Replacing Trim on the Municipal and Public Safety buildings

Since the Town accepted the Municipal Complex buildings in 2007, painting and maintenance on the fascia or soffits on the upper roof line of Town Hall or the Public Safety building has not been performed. The current fascia 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. Several pictures of water damage to each building as well as the estimate are included within the attached PowerPoint.

### *Recommendation:*

Discuss this project with the Board of Selectmen. It is my recommendation to immediately address the condition of the Town Hall and Public Safety building. To mitigate any future damage and increasing maintenance costs, replacing the trim with Azek or PVC is strongly recommended. If the entire project requires phasing over a couple of years, Town Hall should be the priority due to the amount of damage and water intrusion. Due to the lack of interest with the companies contacted as well as the busy construction season, a determination on whether to initiate an RFP or single source this project may be warranted.

# Town of Topsham

## Town Hall and Public Safety Exterior Trim Painting & Replacement



June 4, 2019

# Municipal Complex Exterior Trim

- **Justification**
  - Many areas of visible deterioration and water damage (cement board)
  - No trim maintenance (painting, repair) has been done since 2007
- **Assumptions**
  - Unseen water damage behind existing trim (scope unknown)
  - Problem will continue resulting in further damage if not corrected
  - Composite material will provide a cost benefit over the life of the building
    - Less maintenance and repair (i.e. painting, no rot)
  - If approved, repairs would begin this year
- **Constraints**
  - Time – scheduling and availability
  - Interested contractors
    - Informally contacted 8 contractors, only 1 interested
      - 4 painting companies (would not repair trim or unavailable)
      - 4 general contractors (only one interested)

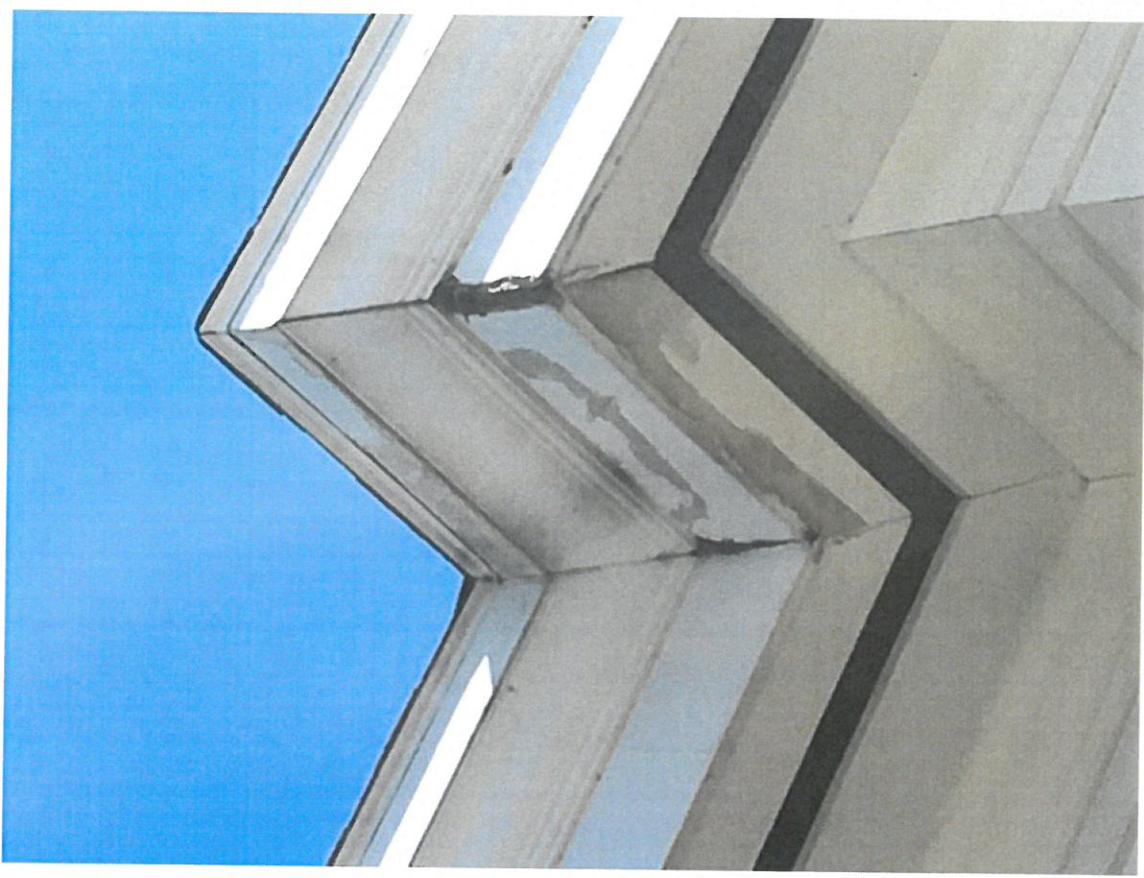
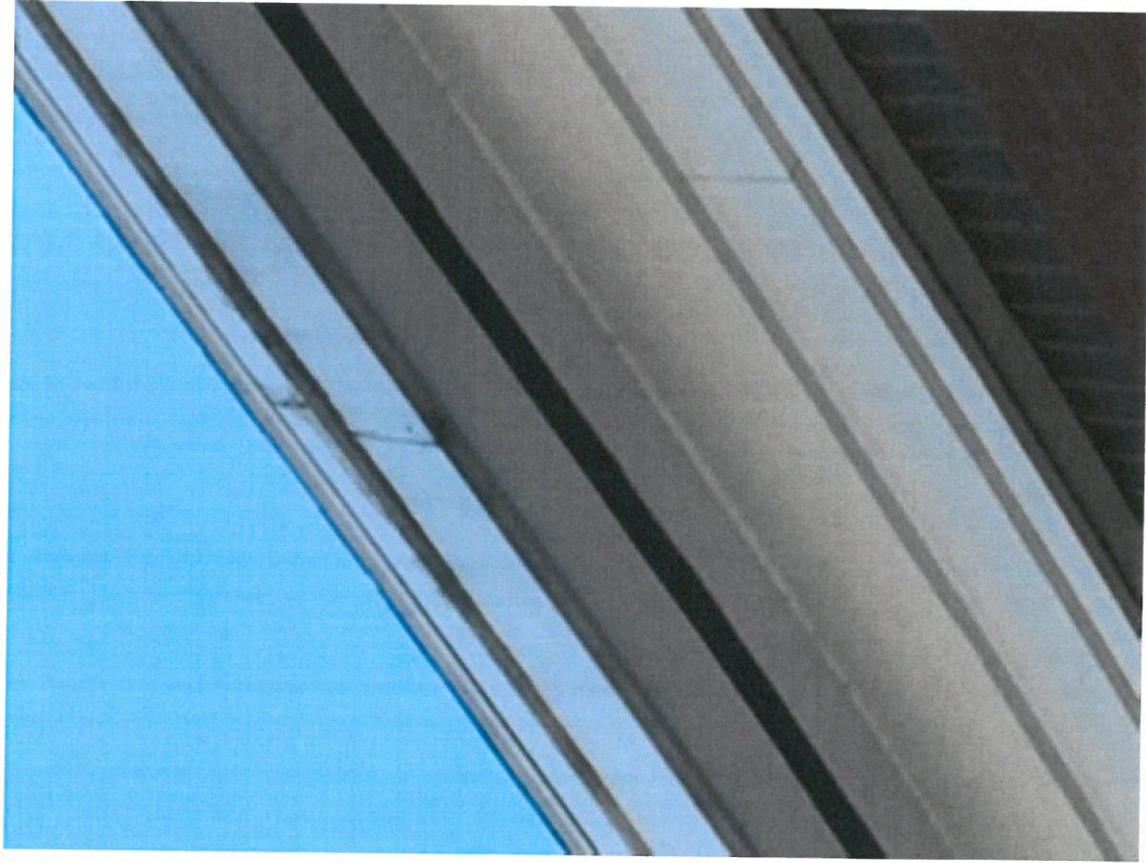
# Municipal Complex Exterior Trim

- **Capital and Operating Costs**
  - Not to exceed \$119,000 (Town Hall \$63,000 / Public Safety \$56,000)
    - Estimate provided by Lajoie Bros, Inc. Augusta, Maine
- **Alternatives**
  - Do nothing
  - Town Hall this year – most critical, Public Safety within the next 3 years
  - Both buildings this year
    - **Replace only visible damage**
      - Water damage may be present behind existing trim
      - Future issues with remaining trim
      - Cost increase and approval for replacement
    - **Replace all trim boards with PVC (Azek)**
      - Very long lifespan
      - Low maintenance (paint)
      - Not susceptible to rot or water damage
- **Consistency with plans**
  - Current design and detail maintained

# Municipal Complex Exterior Trim

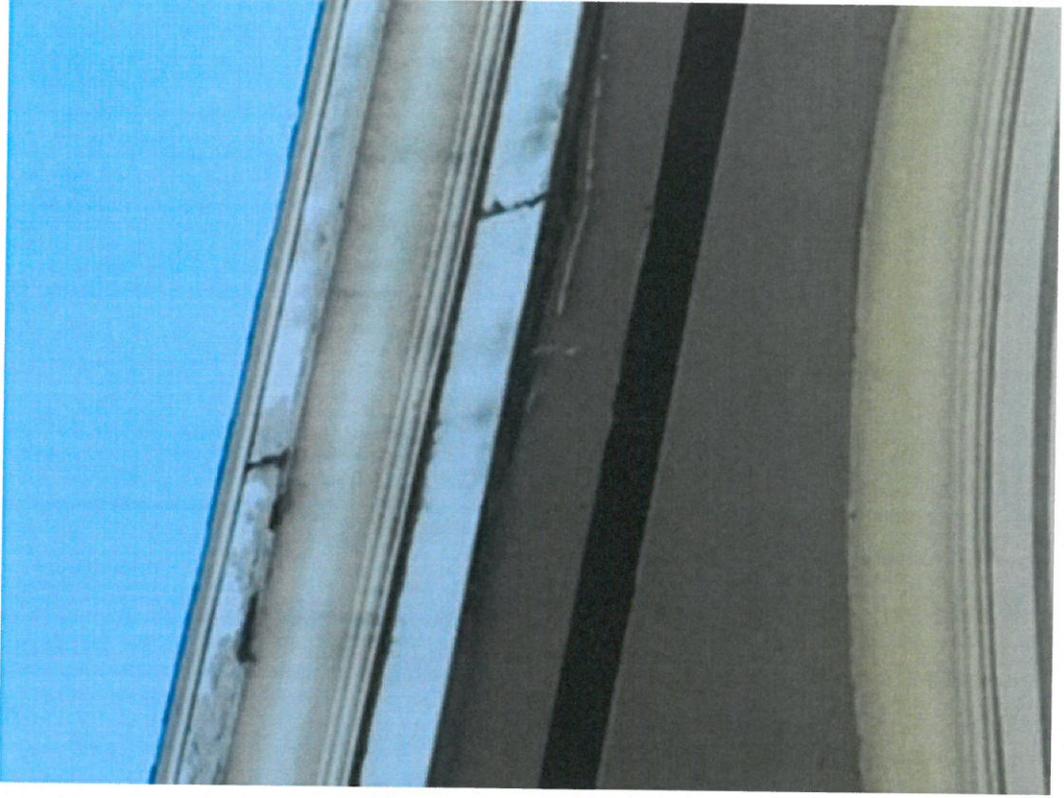
- **Interdepartmental impact**
  - Administration, Finance, Public Safety (Coordination wrt Garage doors)
- **Effects of delaying Project**
  - Continued damage
  - Cost
- **Project Priority**
  - High
    - RFP (time, bid process, interest, start/end date)
    - Single source (recent projects built in area, highly recommended)
- **Recommendation**
  - Replace trim with PVC (Azek) and paint Municipal Bldg. this year
  - Replace trim and paint Public Safety Bldg. within the next two years
  - Accept the proposal from Lajoie Bros. Inc. to perform the work on Town Hall this year
    - 1 of 8 companies interested
  - Budget for painting and replacing the trim on the Public Safety building (FY2021)
- **Questions**

# Town Hall Exterior Trim



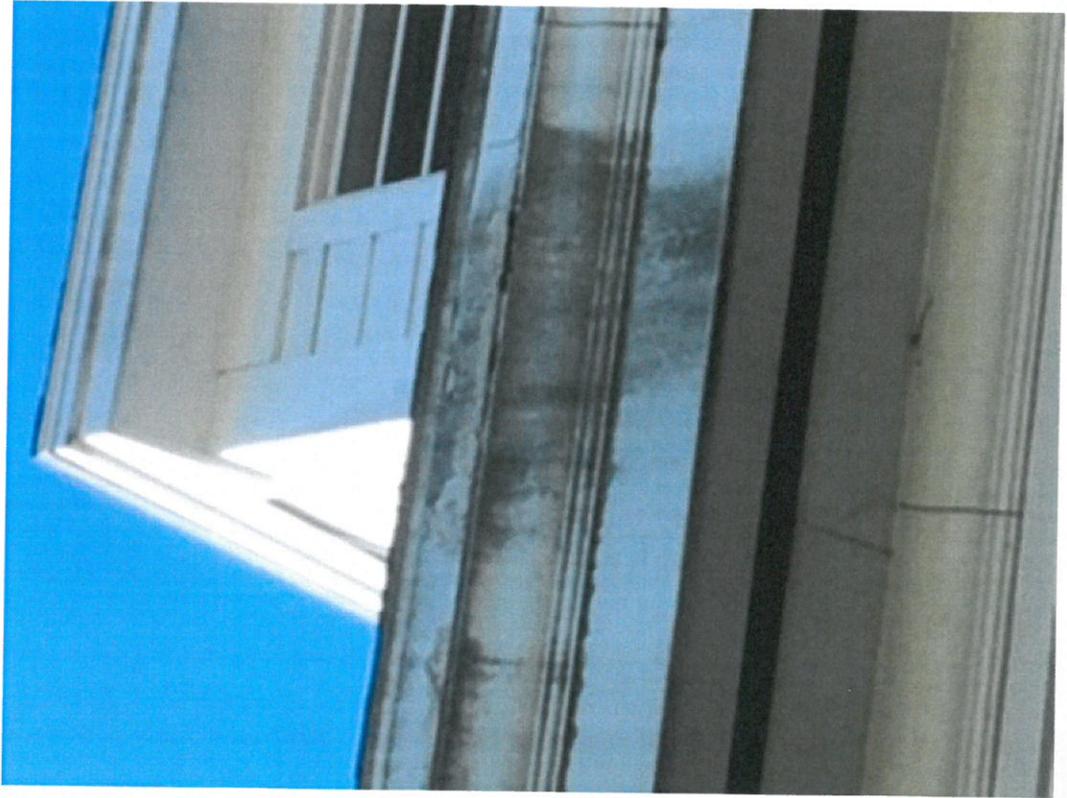
# Town Hall Exterior Trim

- Examples of damage



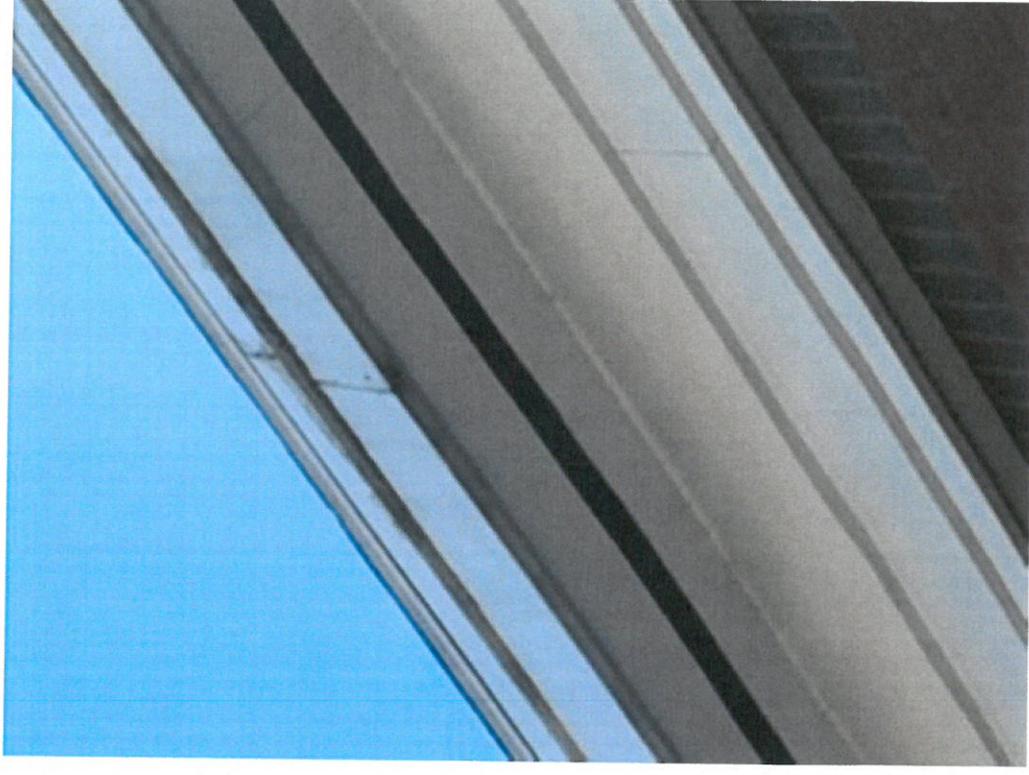
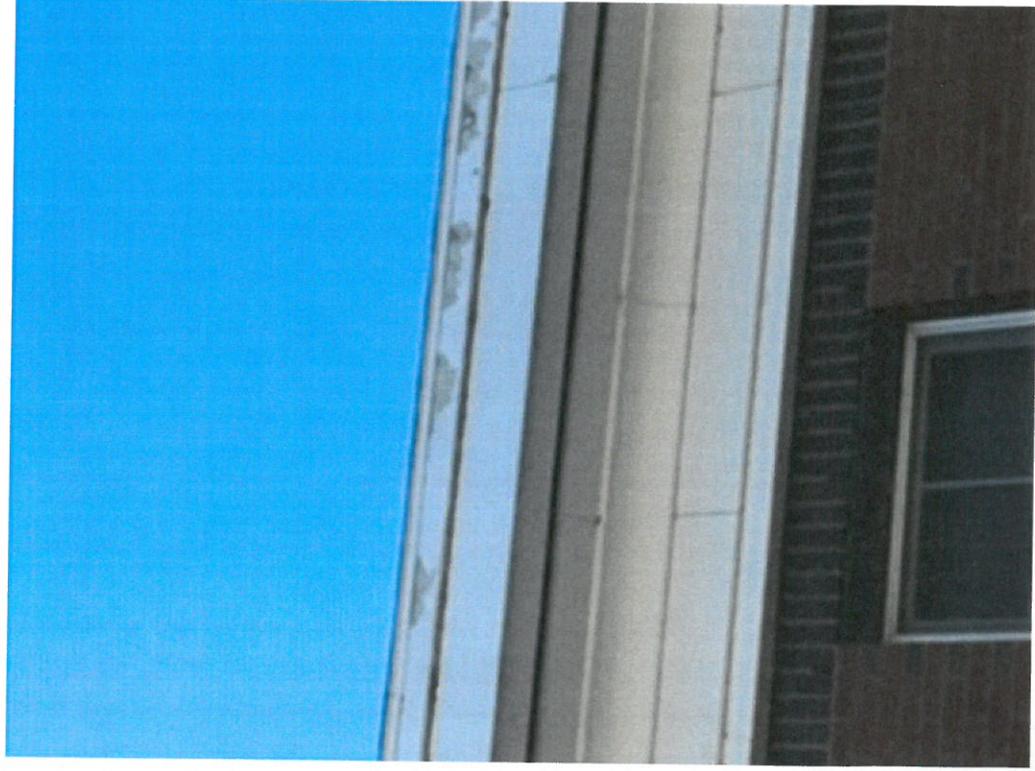
# Town Hall Exterior Trim

- Examples of damage



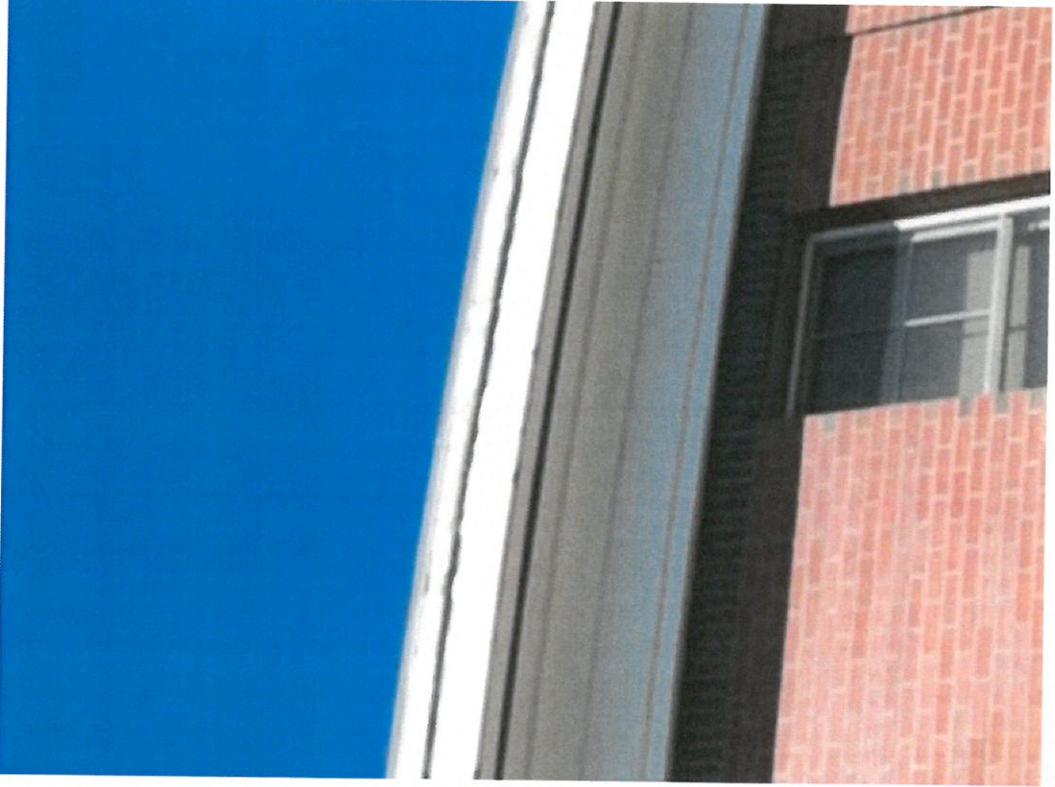
# Public Safety Exterior Trim

- Examples of damage



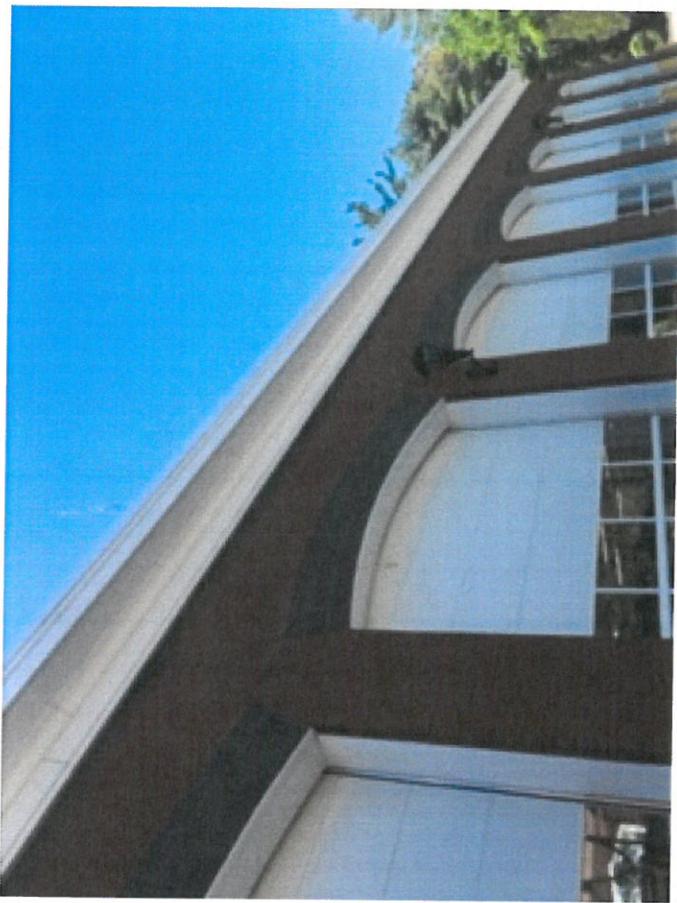
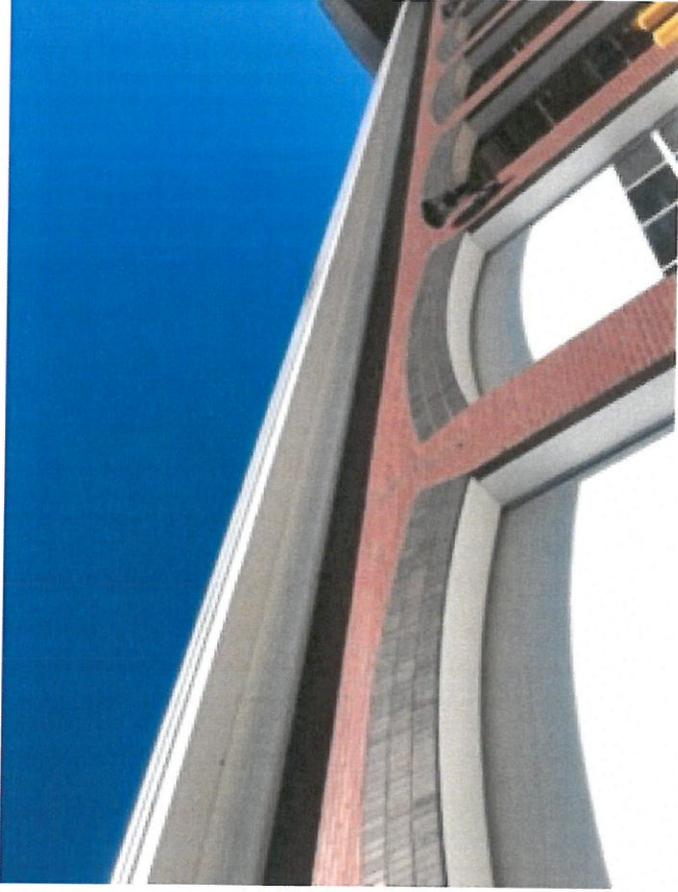
# Public Safety Exterior Trim

- Examples of damage



# Public Safety Exterior Trim

- Garage overheads in better condition



# Town Hall Exterior Trim Estimate

## Proposal

Page 1 of 2  
 No. 002900  
 Date 6/8/2019

**Lajole Bros. Inc.**  
 General Contractors  
 3029 North Ballist Ave  
 Augusta, ME 04330  
 Tel: (207) 622-1764 Fax (207) 622-5875  
 info@lajolebros.com

PROPOSAL SUBMITTED TO Topsham Municipal	PHONE JN19-313	OTHER PHONE
ADDRESS Attn: Derek Sczapchansky CITY, STATE AND ZIP CODE	E-MAIL ADDRESS dsczapchansky@topshammaine.com	FAX NUMBER
ARCHITECT Municipal & Public Safety Bldgs	DATE OF PLAN JN19-313	

We hereby submit specifications and estimates for:

**Propose to complete the following scope of work:**

**Municipal Building**

- Remove and replace fascia boards from roof line down, to include: 5/4x6, 5/4x4, 5/4x12, 5/4x6,
- Fypon MLD 453-16
- New materials to be Azek Trim boards and Fypon crown molding
- Paint all fascias and soffits at upper roof line only
- Approximately 690 LF of linear replacement

\$22,841.00 - Materials  
 \$33,602.00 - Labor  
 \$ 6,518.00 - Equipment  
**\$62,961.00 - Total**

62,961.00

See Next Page >

**We Propose** hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:

ONE HUNDRED EIGHTEEN THOUSAND SIX HUNDRED NINETY-FOUR DOLLARS dollars \$ 118,494.00

Payment to be made as follows:

**Terms and Conditions:**  
 All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications resulting in extra work will be executed only upon written orders, and will become an extra charge over the original contract. All agreements contingent upon permits, accidents or delays beyond our control. Owner to carry fire, theft, and other necessary insurance. Our workers are fully bonded and fully covered by Worker's Compensation Insurance. A license charge of 1.5% of the total work (annual percentage rate of 15%) will be applied to all past due invoices/customer is liable for all attorney and legal fees.

Authorized Signature: 

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. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## Proposal

Page 2 of 2  
 No. 002900  
 Date 6/8/2019

**Lajole Bros. Inc.**  
 General Contractors  
 3029 North Ballist Ave  
 Augusta, ME 04330  
 Tel: (207) 622-1764 Fax (207) 622-5875  
 info@lajolebros.com

PROPOSAL SUBMITTED TO Topsham Municipal	PHONE JN19-313	OTHER PHONE
ADDRESS Attn: Derek Sczapchansky CITY, STATE AND ZIP CODE	E-MAIL ADDRESS dsczapchansky@topshammaine.com	FAX NUMBER
ARCHITECT Municipal & Public Safety Bldgs	DATE OF PLAN JN19-313	

Specifications and estimates continued from page one:

**Public Safety Building**

- Remove and replace fascia boards from roof line down to include: 5/4x4, 5/4x10, 5/4x10
- New materials to be Azek trim boards
- Paint all fascias and soffits at new materials only
- Approximately 830 LF of linear replacement (does not include any work at garage boys roof line)

\$16,355.00 - Materials  
 \$30,652.00 - Labor  
 \$ 8,726.00 - Equipment  
**\$55,733.00 - Total**

55,733.00

Total Project Cost: \$118,694.00

**We Propose** hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:

ONE HUNDRED EIGHTEEN THOUSAND SIX HUNDRED NINETY-FOUR DOLLARS dollars \$ 118,494.00

Payment to be made as follows:

**Terms and Conditions:**  
 All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications resulting in extra work will be executed only upon written orders, and will become an extra charge over the original contract. All agreements contingent upon permits, accidents or delays beyond our control. Owner to carry fire, theft, and other necessary insurance. Our workers are fully bonded and fully covered by Worker's Compensation Insurance. A license charge of 1.5% of the total work (annual percentage rate of 15%) will be applied to all past due invoices/customer is liable for all attorney and legal fees.

Authorized Signature: 

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. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_  
 Signature: \_\_\_\_\_

# Board of Selectmen Meeting

For the date of: 06/20/2019

**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:** 19-47

(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 entering into Executive Session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss personnel matters.

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

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

**Date:** 06-11-2019