

**7:00PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
June 21, 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 Special Selectmen meeting 05-30-2018.
2. Approval of the minutes of the Regular Selectmen meeting 6-07-2018.

Public Hearing –

Unfinished Business –

Old Business –

New Business –

18-42- Consideration and any appropriate action on waiving the bid process to purchase a roadside mower for the Public Works Department.

18-43- Consideration and any appropriate action to accept Certified Local Government (CLG) grant money in the amount of \$24,995.00 to replace the Topsham Fairgrounds Grandstand Roof.

18-44- Consideration and any appropriate action on seeking approval to outsource billing for Emergency Medical Services.

18-45- Consideration and any appropriate action on awarding audit services contract to Smith and Associates.

Executive Session-

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)

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).

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: 06/21/2018

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 Special Selectmen meeting 05-30-18.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager **Date:** 06-06-2018

MINUTES
TOWN OF TOPSHAM
SPECIAL BOARD OF SELECTMEN MEETING
MAY 30, 2018 - 7:00 p.m.

MEMBERS PRESENT: David Douglass
Marie Brilliant (Joined the meeting in progress)
Ruth Lyons
William Thompson
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Richard Roedner, Town Manager

A special meeting of the Topsham Board of Selectmen was held on Thursday, May 30, 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 Brilliant.

TOWN MANAGER'S REPORT - None noted.

BOARDS AND COMMITTEE REPORTS AND UPDATES – None noted.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – None noted.

ADJUSTMENTS TO THE AGENDA – Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously (of those present)

VOTED

To add to the agenda Item **18-14** – **CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO DELIBERATE OVER AN ABATEMENT APPEAL PURSUANT TO 36 M.R.S.A. SUB SECTION 841, TITLE 1, 405 (6) F**

CONSENT CALENDAR –None noted.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

18-33 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE DISCUSSION TO EXTEND THE MEDICAL MARIJUANA STOREFRONT MORATORIUM

The Town Manager spoke to this item saying that at last week’s Town Meeting, voters opted to not amend our zoning ordinance with a permanent prohibition on medical marijuana storefronts. This use consists of a care provider that operates out of a retail establishment, say for glass pipes. While traditionally Care Providers are limited to five clients, under this scenario, the fifth slot is left open to whoever comes into the establishment with a valid condition. A card is issued, the client is signed up, the purchase is made, and then the client is then removed from the client list. In this manner, it operates more in line with a recreational retail facility, rather than a care giver facility.

Mr. Roedner said under our current code, this use is viewed as strictly retail (glass pipes) with the clinic an accessory use. Consequently, this use is permitted anywhere in Town where retail uses are permitted. This could include the Lower Village, outer Main Street, the mall, Route 196, etc. On December 6, 2017, the Town imposed a six-months moratorium on this use. The moratorium will expire on June 4m, 2018. The moratorium language authorizes the Board of Selectmen to extend the moratorium by six months, upon a vote by the Board.

The Board entered into a discussion expressing the need to extend the moratorium until it is known what the general public would like to see for restrictions. Without the moratorium, a storefront could open anywhere in Town. Mr. Roedner said the goal is to use the time to define where such storefronts can be located and create regulations to license their operations in town. Suggestion was made that licensing language should be drafted for inclusion in the ordinance. Board members said their concern is not to ban the use of marijuana, but to take the time to get the issuance of language right the first time. Selectman Thompson said he was not looking to put anybody out of business and was looking to bring business to town. He added, if we don’t do something, it’s completely unregulated. This just gives us time to get some established parameters. It is hoped to have the new regulations ready for an October Town Meeting.

(Selectman Brilliant joined the meeting at this point.)

Chairman Douglass asked if any members of the public wished to speak. He asked them to come up to the podium and give their name and address. The following individuals spoke:

Ryan Holmes, 50 Adams Landing – Mr. Holmes said this is a difficult topic. He told the Board he was a health care provider and feels the moratorium does need to be extended. He said his concerns for the big picture are trying to separate recreational marijuana from recreational marijuana. He said that medical marijuana is legal in the State of Maine and has been for quite some time. He said it is anticipated that all medical storefronts will also sell recreational

marijuana. He added that there is a place for this market. Currently, both markets are thriving and it is good to talk about the issues. He said high standards need to be created and include a recreational place. However, the focus needs to be on the medical side. He suggested the products be limited that can be sold so as not to create a head shop. Need high security levels with perhaps an officer present and cameras. Compliance checks should occur annually. Records should be forwarded to the Town. There should be an educational program for the general public. Cannabis can be used respectfully and responsibly.

Jennah Goto, 2 Westwind Drive – Ms. Goto said she respected what Mr. Holmes said. She said her interest is in keeping our youth from using drugs. She said there needs to be a thorough consideration. Marijuana is a mind altering drug and it needs to be regulated. She said she is not against anything, but it is easier to restrict than to take away later. Ms. Goto suggested that records be obtained from states where medical marijuana has been in use for a while. Ms. Goto said that Brunswick has an advisory committee to the Planning Board and the same might be considered for Topsham.

Selectman Lyons added that police reports indicate that marijuana impairs driving ability. Chairman Douglass said “We want to get it right.” The restriction is strictly a Planning Board issue.

The Town Manager agreed that an ad hoc committee could be valuable. Topsham does not want to see bar fights, parking lot fights and frequent police calls.

After all who wishes to speak had an opportunity to do so, motion was made by Chairman Douglass, seconded by Selectman Tufts and it was unanimously

VOTED

That the Topsham Board of Selectman finds that the conditions identified in the December 6, 2017 moratorium on Medicinal Marijuana Storefronts are still in existence, and that to protect the Town of Topsham from unintended consequences that may arise from the improper placement of such uses, this Board declares that the identified emergency is still in existence, and the Medicinal Marijuana Storefront Moratorium is hereby extended for 6 months, starting on June 4, 2018.

18-14 – CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO DELIBERATE OVER AN ABATEMENT APPEAL PURSUANT TO 36 M.R.S.A., §841, TITLE 1, 405-6 (F)

EXECUTIVE SESSION

On a motion by Chairman Douglass, seconded by Selectman Tufts, with all in favor, the Board entered into Executive Session at 7:35 pm to deliberate on a poverty abatement appeal 18-14, pursuant to 36 MRSA §841 and Title 1 405-6(F). All members were present, as was the Town Manager.

The Board returned from Executive Session at 7:47 p.m., with all members and the Town Manager still present.

On a motion by Chairman Douglass, seconded by Selectman Tufts, and approved unanimously, the Board directed the Town Manager to represent the Board and the Town at the upcoming poverty abatement appeal proceeding before the Board of Assessment Review, and to present the testimony discussed, on Poverty Abatement, Agenda Item 18-14.

ADJOURNMENT

At 7:48 p.m., motion to adjourn was made by Selectman Lyons, seconded by Selectman Thompson, and all were in favor.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 06/21/2018

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- Board or Committee Presentation
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 Public Hearing
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 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 06-07-18.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager Date: 06-06-2018

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

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
William Thompson
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Richard Roedner, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, June 7, 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.

TOWN MANAGER'S REPORT

The Planning Office has welcomed an intern for the summer. Theo Gardner-Puschak is a rising Junior at Bowdoin, majoring in Environmental Sciences and Government. He will be with us for the next 10 weeks or so, working on some mapping projects, and working with different departments to learn a bit about overall government jobs.

While all meetings of the Comprehensive Plan Committee are open to the public, and public input is always welcome, the next big opportunity for the public to connect with the Committee, receive updates and provide input is during the Comprehensive Plan Open House, Saturday, June 23. The event starts at noon with a BYOP – Bring Your Own Picnic. At 1:00 p.m. is an ice cream social, and at 2:00 p.m. starts the informational part of the afternoon. Things are planned to wind down by 4:00 p.m.

Next Thursday through Sunday, is the 2018 Shriner Conference here in Topsham. As part of this four-day event, the Shriners will be holding a parade down Main Street, onto Elm Street and back to the Fairgrounds. Staging will begin at 9:00 a.m. in the area around Town Hall. Monument Place will be closed from Horton Avenue to Main

Street starting at 9:00 a.m., and Main Street (from Monument to Elm) and Elm Street will both be closed to traffic starting at 9:45 a.m. for the duration of the parade. Signage will be going up in the next day or two to make sure motorists are aware of the closures.

Topsham was a busy place last Saturday. On top of all the normal recreational activities, we celebrated the dedication of the Head of Tide Park on Cathance Road. For those of you who don't know about this gem, you need to stop by – it has water, picnic areas, fishing, carry boat access and links to multiple trails. The project started about 12 years ago, and while there has been a lot of press about the various groups that have been involved, I want to highlight the inter-departmental cooperation and support that helped bring this project to completion. The Planning and Parks and Recreation Offices have been the spearhead departments since day 1. They have been more than ably assisted by our Economic and Community Development department. These three departments have been instrumental in the planning and funding for this project. The Fire Department helped prep the site with a controlled burn, and throughout the project, Public Works has been involved in a whole range of activities, including signs, gates, lawns, clean up, demolition, and a myriad of other small projects. The Police Department helps keep the park secure through locking and unlocking the gate during their patrol routes.

And, lastly, we have an election this next Tuesday. Our polling place is the Fairgrounds. Voting starts Tuesday morning at 8:00 a.m. and the polls close at 8:00 p.m.

BOARDS AND COMMITTEE REPORTS AND UPDATES

Comprehensive Plan Commission Update – Matthew Nixon presented a report of where the Comprehensive Plan Commission is with updating the Comprehensive Plan. Mr. Nixon said the group is reviewing initial drafts put together through various meetings with the committee, receiving input from citizens at the recent Charrette and work done from the consultant, Maine Design Workshop. The Committee has been meeting once a month for quite some time and twice a month during the past two months. Members of the public are encouraged to come to any of the meetings. An Open House is scheduled for June 23, 2018 with the hopes that citizens of Topsham will stop by and comment on how they would like to see their town grow in the future. A presentation will be made at that time by the consultant. A re-draft will be issued in September with last edits being made during December.

A series of “Big Ideas” has been developed, including:

- Streets for People
- Local and Regional Mobility
- Access to Nature and Open Spaces
- Meet Your Topsham
- Support Knowledge Economy
- Be Deliberate About Growth
- Housing Diversity
- Open Governance
- A Sustainable Future

Following Mr. Nixon's presentation, Chairman Douglass said he had hoped the committee would reach out to more citizens for ideas. He said to hear a draft is already written based on just one input from citizens doesn't seem to lend itself to big ideas. Mr. Nixon thanked Mr. Douglass for his comments and said he would bring them back to Mr. Fitch, Chairman of the Commission.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – None noted.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Selectmen's Meeting of 5/3//18.

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

VOTED

To approve the minutes of the May 3, 2018 Selectmen's Meeting as written.

PUBLIC HEARING

18-34 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPLICATION FOR A NEW LIQUOR LICENSE FOR URBAN ELEMENT, LLC -225 LEWISTON ROAD

Chairman Douglass explained the process of a Public Hearing to those in attendance. The Public Hearing was declared open.

Michael Martinson represented the applicant, John Howard, who was also present at the meeting. Mr. Martinson said the applicant is applying for a new liquor license for the Urban Element, a restaurant to be operated where the former Boot and Buckle was located at 235 Lewiston Road. Chairman Douglass reviewed the application and a map which was enclosed in the package showing the setup of the interior of the restaurant. It was noted that letters are on file from the Codes Officer, Police and Fire Chiefs all stating they have no issues with the application.

Chairman Douglass asked if anyone wished to speak to the application. There being no response, the Public Hearing was declared closed. Motion was made by Selectman Tufts, seconded by Selectman Brilliant, and it was unanimously

VOTED

To approve the application for a new liquor license for Urban Element, LLC, 235 Lewiston Road.

18-35 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPLICATION FOR A NEW LIQUOR LICENSE FOR KUME, 86 TOPSHAM FAIR MALL ROAD, UNIT 3

The Public Hearing was declared open. Chairman Douglass reviewed the application. Pin Yue Chen represented Kume and explained that the restaurant is mostly hibachi style and will serve steaks also. A plan of the kitchen and seating area with enclosed with the application. It was noted that letters are on file from the Codes Officer, Police and Fire Chiefs all stating they have no issues with he application.

Chairman Douglass asked if anyone wished to speak to the application. There being no response, the Public Hearing was declared closed. Motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the application for a new liquor license for Kume at 86 Topsham Fair Mall Road, Unit 3.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

18-36 CONSIDERATION AND ANY APPROPRIATE ACTION ON AMENDING POLICY ON NON-COMMERCIAL SIGN GUIDELINES

Town Manager Roedner spoke to this item saying the Board adopted Non-Commercial Sign Guidelines on September 21, 2017. Language covering primary contests was omitted and needs to be adjusted. New sentence saying “Non-commercial signs shall be allowed to be placed within the Right of Way of public roads for a period of six weeks, starting *five weeks before an election or primary, and concluding one week after an election or primary* was included in the Board package. The language was reviewed and accepted by the Board.

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

VOTED

To amend the policy on Non-Commercial Sign Guidelines as submitted.

18-37 CONSIDERATION AND ANY APPROPRIATE ACTION ON INSTALLING STOP SIGNS ON HOME PLACE WHERE IT BECOMES HOME PLACE EXTENSION AND AT SOMERSET PLACE WHERE IT BECOMES HOME PLACE EXTENSION

Town Manager Roedner began discussion by saying there is no Home Place Extension. The intention was to name the road “The Extension of Home Place” which is being called Home Place. It starts at Brookside, then it changes to Home Place and then it becomes Somerset.

The Planning Board heard comments from residents about issues of through traffic and following approval there was an agreement that a small traffic island would be installed prior to acceptance on the new portion of Home Place and the applicant was asked to work with the Board about requesting a stop sign at Home Place and Somerset. This is on the agenda because Mr. Bethea has requested that stop signs be installed.

The Board discussed letter from Dennis Cox, Public Works Director to the Town Manager dated May 9, 2018. In his letter, Mr. Cox states "The request for a stop sign on Homeplace at Merrymeeting Drive would be against the *Manual on Uniform Traffic Control Devices* (MUTCD) guide that is approved by the Federal Highway Administrator as the National Standard. In the manual starting on page 49, Section 2B.04 discusses the use of Yield and Stop signs. The manual reads as follows:

Yield or Stop signs should be used at an intersection if one or more of the following conditions exist:

- A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law.
- B. A street entering a designated through highway or street.
- C. A signalized intersection in a signalized area.

Yield or Stop signs should not be used for speed control."

It was noted that letter is also in file from the Police Chief, Chris Lewis, who agreed with the letter from Mr. Cox and that we should follow the manual. Chief Lewis also said in his letter that he has been communities who utilize well marked speed tables to slow traffic down as the roadway transitions from one area to the next. He added that this may break up a long through way and reduce the temptation to accelerate the entire length of the roadway.

During discussion between Board members, all agreed that there is a need for speed calming. Selectman Brilliant suggested considering temporary measures such as was done for the Elm Street Extension. The Board was reminded that the request being discussed at this meeting was the addition of stop signs and that further consideration could be given to how to calm speeding drivers.

After all comments were heard, motion was made by Chairman Douglass, seconded by Selectman Lyons to deny the installation of stop signs at the Home Place two intersections.

VOTE was called and the motion passed with 4 in favor and 1 abstention (Selectman Tufts).

18-38 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPROVAL TO SPEND MONEY FROM THE REVENUE LINE OF THE WOOD HARVEST TO REPLACE THE GATE AT THOMAS AVENUE

Pam LeDuc, Parks and Recreation Director, told the Board that the Town received \$13,584 from the wood harvested at the Foreside Recreational Area via our Forestry Plan for 2012. The Town was required to knock down the fencing and gate entry to the

Hillside Field.

Rod Melanson, Town Planner, said eventually, plans are to turn the logging yard created on Hillside in the woods into a parking lot, but this will have to go through the Planning Board process, which probably won't happen until mid-August. In the meantime, Ms. LeDuc is requesting permission to use funds in the amount of \$2,250 to install a gate that will fit into the plan of creating the parking lot in the near future.

Chairman Douglass asked if the new gate would be wider than the previous one. Response was that the gate will be approximately the same width, but ATVs, snowmobiles, etc. can enter using the walking path.

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

VOTED

To spend \$2,250 from the revenue line of the wood harvest to install a gate at Thomas Field.

18-39 CONSIDERATION AND ANY APPROPRIATE ACTION ON ANNUAL APPOINTMENTS

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

VOTED

To approve the following annual appointments:

- | | |
|------------------|---|
| Tom Lister | Codes/health Officer |
| Carol Eyerman | Alternate CEO, Administrative/Enforcement |
| Mike Labbe | Civil Emergency |
| Chris McLaughlin | Fire Warden/Health Officer |
| Dennis Cox | Road Commissioner |
| Justin Hennessey | Town Assessor (5-year appointment) |

18-40 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ATTACHED LIST OF REAPPOINTMENTS TO BOARDS/COMMITTEES

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

VOTED

To appoint (re-appoint) the following individuals to Boards and Committee as follows:

INDIVIDUAL	BOARD/COMMITTEE
Thomas Sawyer	Assessment Review
Michael Nelson	Assessment Review
Bruce Van Note (Re-appointment)	Planning Board
Joshua Spooner (Re-appointment)	Planning Board
Chris Wasileski “ “	Topsham Development, Inc.
Curtis Picard “ “	Topsham Development, Inc.
Mary Kate Reny “ “	Topsham Development, Inc.
Curtis Neufeld “ “	Topsham Development, Inc.
Angela Twitchell “ “	Topsham Development, Inc.
Ed Mendes/Alternate “ “	Historic District Commission
Dwight Balsler “ “	Sewer District
Christopher Dawson “ “	Finance Committee
Ed Mendes/Alternate “ “	History Committee
Rod Melanson “ “	MCEDD
John Shattuck “ “	MCEDD

18-41 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ANNUAL CONTRACT WITH THE COASTAL HUMANE SOCIETY

During discussion of this item it was noted the contract read exactly as the one signed the previous year.

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

VOTED

To approve the annual contract with Coastal Humane Society in the amount of \$12,034.08.

EXECUTIVE SESSION - None noted.

ADJOURNMENT

At 7:50 p.m., motion was made by Chairman Douglass to adjourn, seconded by Selectman Tufts, and it was so voted.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 06/21/2018

Type of Item:

- Board or Committee Presentation
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- Public Hearing
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- Old Business
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- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 18-42

(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 waiving the bid process to purchase a road side mower for the Public Works Department.

Brief Description of Consent or Agenda Item: see attached

Submitted by Dennis Cox, Public Works Department

Date: 06-06-2018



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

Reason: Permission to Purchase a Roadside Mower Without Following the Town's Purchasing Policy

Date: June 5, 2018

I would like to request permission to purchase a used roadside mower without going out to bid at a considerable savings to the Town.

I have budgeted \$40,000 in my 2018-2019 Capital budget, to replace the mower used to cut the grass along the sides of the road. I have 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.

A sale's associate has located a clean used unit for \$18,000 in Connecticut. He is willing to secure the unit and allow Topsham to pay for the unit after July 1, 2018.

Please contact me with any questions,

A handwritten signature in cursive script that reads "Dennis Cox".

Dennis Cox, Director

Topsham Public Works Dept.

Board of Selectmen Meeting

For the date of: 6/21/2018

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: 18-43

(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 to accept Certified Local Government (CLG) grant money in the amount of \$24,995.00 to replace the Topsham Fairgrounds Grandstand Roof.

Brief Description of Consent or Agenda Item: This is for the Board to approve acceptance of CLG grant money. See attached memorandum and award letter.

Submitted by: Carolyn Eyerman, AICP, and Assistant Planner

Date: June 8, 2018

MEMORANDUM

To: Board of Selectmen

From: Carolyn Eyerman, AICP, Assistant Planner

Date: June 8, 2018

Re: FY2018 Federal Historic Preservation Fund Certified Local Government (CLG) grant/Sagadahoc Agricultural Society Fairgrounds Grandstand roof

On March 1st, the Board approved submission of the FY2018 federal Historic Preservation Fund CLG grant for \$24,995.00 to replace the Topsham Fairgrounds Grandstand roof. The grant application was submitted to the Maine Historic Preservation Commission in March, 2018.

In April, 2018, Topsham received an award letter from the State for \$24,995.00 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 very small portion of in kind donation of time by the town staff is also included for record maintenance, program coordination, and sign production.

The award letter is attached.



MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

PAUL R. LEPAGE
GOVERNOR

KIRK F. MOHNEY
DIRECTOR

30 April 2018

Carolyn Eyerman, AICP
Department of Planning and Development
Town of Topsham
100 Main Street
Topsham, Maine 04086

Dear Ms. Eyerman:

It is a pleasure for me to inform you that the Maine Historic Preservation Commission has awarded the Town of Topsham a fiscal year 2018 federal Historic Preservation Fund (FY 2018 HPF) Certified Local Government grant for the Topsham Fairground Grandstand Roof replacement project in Topsham. The amount of the FY2018 HPF grant award is \$24,995.00 and the expected local match for the project is \$31,042.28.

This award is tentative, pending final award of FY2018 HPF funds to the Commission and approval of the project's National Environmental Policy Act environmental screening worksheet by the National Park Service.

The above grant funded activity may neither begin, nor may you incur any costs for which reimbursement will be sought, until a formal contract between the Commission and the Town of Topsham has been executed. We expect to send the contract for signature within the next eight weeks. Please note that this project must be completed by 30 September 2019.

If you have any questions about the grants, please do not hesitate to contact me.

Sincerely,

Christi A. Mitchell
Assistant Director

Board of Selectmen Meeting

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Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 18.44

(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 seeking approval to outsource billing for Emergency Medical Services.

Brief Description of Consent or Agenda Item:

Submitted by: Chris McLaughlin, Fire Chief

Date: 06-13-2018-

Memo

#

To: Rich Roedner, Town Manager
From: Chris McLaughlin, Fire Chief
CC: Board of Selectmen
Date: June 13th, 2018
Re: EMS Billing

To reduce the administrative workload of the Fire-Rescue department and potentially increase our Emergency Medical Services (EMS) revenues I am seeking permission to hire an outside EMS billing company.

EMS billing can be complex and continues to change constantly. We do a very good job with our internal billing, but 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. They are motivated to collect all they can for their clients.

Some immediate benefits include; eliminating our EMS billing software (currently \$4,000/year), reducing the administrative workload and hours spent on billing by working staff, billing will be more streamlined, efficient, and productive. Generally, municipalities that switch to an outside company see additional revenues even after paying for the service as collection rates typically increase.

Pricing proposals that I have received range from 4%-12%. Based on our anticipated revenues of \$300,000 this proposal would be an annual cost of \$12,000-\$36,000 depending on which company we hire.

I have received proposals from the following companies:

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

Based on my research and recommendations by other municipalities I am recommending we hire Medical Reimbursement Services. They are a local company with 30 years of experience, that services over 50 providers in Maine.

Thank You,

Chris McLaughlin, Fire Chief

Board of Selectmen Meeting

For the date of: 06/21/18

Type of Item:

_____ Board or Committee Presentation
_____ Consent Agenda Item
_____ Public Hearing
_____ Unfinished Business
 X New Business
_____ Executive Session
_____ Workshop

Type of Submission:

 X Regular Submission
_____ Additional Agenda Item
_____ Additional Information

Agenda Number: 18.45

(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 any appropriate action on awarding audit services contract to Smith and Associates

Brief Description of Consent or Agenda Item: Attached is a proposal from Smith and Associates to conduct the FY 2018 audit for the Town of Topsham. The pricing is a bit lower than last year's budget, due to the lack of he Single Audit provision.

Submitted by: Richard Roedner, Town Manager **Date:** June 14, 2018

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: June 14, 2018
Re: Audit Services

Attached you will find a proposal from Smith and Associates for FY 18 Audit Services. 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 audits. The total fee is estimated at \$11,250, which is a bit lower than we paid last year, due the lack of a Single Audit. In discussing audits with other communities, this price is considerable less than they pay for smaller budgets.

Our recommendation is that the Board approve the award of FY 18 audit services to Smith and Associates.

AN AUDIT PROPOSAL TO

TOWN OF TOPSHAM

FOR THE YEAR ENDING

JUNE 30, 2018

SMITH & ASSOCIATES, CPAs
A Professional Association

Yarmouth, Maine

AUDIT PROPOSAL

TOWN OF TOPSHAM

Topsham, Maine

For The Year Ending

June 30, 2018

FIRM

SMITH & ASSOCIATES, CPAs

A Professional Association

500 US Route One– Suite 102

Yarmouth, Maine 04096

(207) 846-8881

(207) 846-8882

www.smithassociatescpa.com

CONTACT PERSON

Peter J. Hall, CPA

Audit Manager

DATE OF PROPOSAL

June 9, 2018

TOWN OF TOPSHAM

AUDIT PROPOSAL

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Smith & Associates, CPAs
A Professional Association

500 US Route One, Suite 102 • Yarmouth, Maine 04096
Ph (207) 846-8881 • Fax (207) 846-8882
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TOWN OF TOPSHAM

~ Audit Proposal ~

SECTION A - LETTER OF TRANSMITTAL

Town of Topsham
Board of Selectmen, Town Manager, and Finance Director
100 Main Street
Topsham, Maine 04086

Dear Board, Rich, and Debbie,

We are pleased to submit a proposal to perform the independent audit of the financial statements of Town of Topsham, Maine, for the year ending June 30, 2018. We would appreciate the opportunity to serve as your independent auditors and submit the following information for your consideration.

Scope of Examination

We would audit and issue our opinion on the financial statements of Town of Topsham, Maine, for the year ending June 30, 2018. We would conduct our audit in accordance with auditing standards generally accepted in the United States of America. Our audit and reports would encompass all of the funds and accounts of the Town, and include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. Our engagement to assess the fair presentation of the Towns' financial information would meet or exceed all relevant professional standards.

Services to be Performed

As a result of our audit, we would prepare and submit the following documents and perform the following services:

- Audited financial statements and related internal control correspondence to the Board of Selectmen of Town of Topsham, Maine for the year ending June 30, 2018.
- Assist the Town with preparation of the financial statements, exhibits, and note disclosures, to the extent permitted by professional standards.

SECTION A - LETTER OF TRANSMITTAL (CONTINUED)

Services to be Performed (Continued)

- Review and discuss the financial statements with the Board of Selectmen, Finance Director and Town Manager prior to final issuance, if you desire. It is our firm policy to issue preliminary draft copies of the financial statements and internal control correspondence for your approval prior to finalization of these reports.
- We will be available for consultation on accounting, auditing, reporting, or management questions, which might arise during the course of a year. We will provide the Town with information on current developments and relevant professional pronouncements relating to financial operations and management.

Best Practices

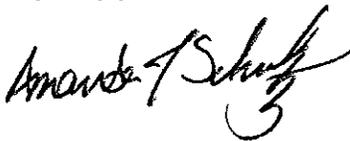
Smith and Associates, CPAs is dedicated to providing quality professional services at reasonable fees. Our Peer Review results provide evidence of our audit quality and commitment to professionalism. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Smith & Associates, CPAs has received a peer review rating of *pass*. The system of quality control for the accounting and auditing practice of Smith & Associates, CPAs has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects.

Our Commitment to You

We appreciate the opportunity to submit this proposal and are confident that we have the unique combination of resources, depth, responsiveness, and commitment necessary to serve the Town of Topsham, Maine, in this capacity.

You may be assured of our sincere desire to be your independent Certified Public Accountants and of our commitment to serve you in the finest professional sense.

Very truly yours,



Amanda Schultz Brown, Shareholder
SMITH & ASSOCIATES, CPAs
A Professional Association

SECTION B - QUALIFICATIONS OF THE FIRM

Overview

Wayne C. Smith formed this local public accounting practice in 1987 after more than 15 year of public accounting experience. Our office is located in Yarmouth, Maine and currently employs four CPAs, one staff accountant, two consulting CPAs of counsel, and an administrator. The practice offers a complete line of professional services including accounting, auditing, and tax planning and preparation. Our audit and accounting practice includes financial and compliance audit services as well as financial statement review and compilation services. The firm offers management advisory services for a variety of clients. We take pride in offering a full range of services to a full spectrum of clients in many industries. Experience in servicing clients of many types and sizes is invaluable to our professionals, who may draw upon this experience and skill to service all engagements for which they are responsible.

Peer Review

Vachon, Clukay & Company PC, a Certified Public Accounting firm located in New Hampshire, performed a peer review of our firm in accordance with the standards established by the American Institute of Certified Public Accountants. The peer review included detailed reviews of governmental, commercial, and non-profit engagements. After a thorough study of our procedures and work practices, our firm was awarded an unqualified report, with no letter of comments. *We have received the highest possible ranking for our seventh consecutive quality review spanning a period of twenty-one years.*

Licensure and Continuing Professional Education

The firm and all assigned key professional staff are properly licensed to practice in the State of Maine. We certify that there have never been any disciplinary actions taken or pending against the firm. Neither the provider nor any of the provider's employees have been proposed for debarment, debarred, or suspended by a federal agency. All individuals have met or exceeded the continuing professional education requirements established by the American Institute of Certified Public Accountants, Maine Board of Accountancy and have complied with Government Auditing Standards contained in the Yellow Book for financial and compliance audits.

Compliance Audits

Over the years our firm has performed various Federal compliance engagements including audits of Community Development Block Grants, U.S. Department of Education Grants, Rural Development Public Works Grants, and Department of the Interior Grants, among others. Numerous Single Audit reports have been issued and approved by all relevant cognizant agencies.

Other

It is the policy of Smith & Associates CPAs not to discriminate against any employee or prospective employee on the basis of race, creed, age, sex, national origin, religion, political affiliation, sexual orientation or physical handicap. Equal employment opportunity is a management commitment in every aspect of personnel policy and practice in the selection, placement, compensation, training and career advancement of all employees.

As a small firm, we pride ourselves on our ability to provide personalized, professional service to our audit clients. We are never more than a phone call or email away and encourage our clients to contact us throughout the year with questions that inevitably arise. We believe that making ourselves available and accessible to our clients provides for a more productive professional relationship through the year, rather than merely at the end of the year when conducting the audit.

SECTION B – QUALIFICATIONS OF THE FIRM (CONTINUED)

The Engagement Team

Amanda J. Schultz Brown, Engagement Partner

Amanda is a Maine Certified Public Accountant with more than a decade of auditing and accounting experience. As the firm's Engagement Partner, she conducts the technical reviews of firm engagements ensuring that they have been performed in accordance with professional standards. Additionally, she qualifies as a Peer Reviewer under the AICPA Practice Monitoring Program for firms without SEC clients, and currently serves on the Executive Committee of New England Peer Review. Amanda also provides tax and advisory services to individuals, small entrepreneurial businesses, and not-for-profit organizations. In support of the community, Amanda has served on numerous nonprofit Boards. Currently, she serves as the Yarmouth Chamber of Commerce Treasurer. She holds a Bachelor's of Science in Accounting from Husson College. Professional memberships include the American Institute of Certified Public Accountants and the Maine Society of CPAs. Amanda will serve as the audit partner on this engagement.

Peter J. Hall, Audit Manager

Peter J. Hall is a graduate of Amherst College with a degree in Economics (Magna Cum Laude, Phi Beta Kappa) and has also studied at the University of Southern Maine as well as the Harvard Graduate School of Business Administration Executive Education Program. He has over 25 years' experience in private and public accounting, with the last fifteen years devoted primarily to financial and compliance audits of not-for-profit and governmental entities. Over the years he has conducted a number of peer-to-peer training sessions on various financial accounting and compliance matters impacting municipalities and not-for-profits. Peter is a Certified Public Accountant, and holds membership in the American Institute of Certified Public Accountants and the Maine Society of Certified Public Accountants, and was recently elected to the Board of Governors of the latter organization. He has served several local not-for-profit organizations in various capacities, including as director and treasurer of a local arts organization, and has also been active in municipal government in a volunteer capacity. He is currently a member of the Board of Trustees and Finance and Audit Committees of Woodfords Family Services. Peter will serve as the audit manager on this engagement.

Elizabeth Macha, Staff Accountant

Elizabeth holds a Bachelor's Degree in Business Administration with Minor in Accounting from Eastern Connecticut State University. Elizabeth has been working at Smith & Associates for six years as Office Administrator and recently transitioned to her new role as Staff Accountant as she continues her education towards her CPA license. Elizabeth possesses a strong background in multiple software applications including specialized financial programs.

SECTION B – QUALIFICATIONS OF THE FIRM (CONTINUED)



CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

System Review Report

December 9, 2015

To the Directors of Smith & Associates, CPAs, A Professional Association,
and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs, A Professional Association (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs, A Professional Association in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith & Associates, CPAs, A Professional Association has received a peer review rating of *pass*.

Vachon Clukay & Company PC

SECTION C - INDEPENDENCE

Independence

Auditor independence is the foundation principle of our profession, and in keeping with professional standards, Smith & Associates, CPAs conducts a yearly independence review of our existing and potential clients. We evaluate our independence by following the guidelines established in the most recent *Government Auditing Standards* (GAO-12-331G), Chapter 3. Documentation of such is kept on site and reviewed by a Peer Reviewer. Smith & Associates, CPAs is independent with respect to Town of Topsham.

For recurring audit engagements, such as for the Town of Topsham, our engagement team commences the audit process with “brainstorming” and other procedures to identify audit areas which may deserve greater or less scrutiny than in prior engagements, to ensure an appropriate degree of unpredictability, as called for by professional standards. Doing so allows us to capitalize on our prior experience with the recurring client while at the same time introducing a fresh approach to the audit process each year.

SECTION D - RELEVANT EXPERIENCE

Members of our staff have provided audit, attest and accounting services to many other clients throughout Maine, New Hampshire and Florida, including governmental entities, business enterprises and not-for-profit organizations. We currently provide such services to a number of municipal and quasi-municipal clients including those listed below. Please feel free to contact any of these clients for information on their experience with our firm.

Municipalities

- Town of Andover, Maine
- Town of Arundel, Maine
- Town of Bowdoinham, Maine
- Town of Buckfield, Maine
- Town of Chebeague Island, Maine
- Town of Dayton, Maine
- Town of Eliot, Maine
- Town of Hebron, Maine
- Town of Mechanic Falls, Maine
- Town of Minot, Maine
- Town of Randolph, Maine
- Town of Raymond, Maine
- Town of South Berwick, Maine
- Town of Stoneham, Maine
- Town of Stow, Maine
- Town of Vinalhaven, Maine
- Town of Weld, Maine
- Town of Wilton, Maine

Special Districts and Departments

- Andover School Department, Andover, Maine
- Buckfield Village Corporation, Buckfield, Maine
- Dayton School Department, Biddeford, Maine
- Maine School Administrative District No. 8, Vinalhaven, Maine
- Northport School Department, Northport, Maine
- Portsmouth School Foodservice
- South Berwick Water District, South Berwick, Maine
- Wilton Water Department, Wilton, Maine
- Wilton Sewer Department, Wilton, Maine

SECTION E - TECHNICAL APPROACH

We view the audit as being comprised primarily of three phases: planning, testing and review, and reporting, each with its own specific tasks.

Planning

The purpose of the planning phase is to establish a proper foundation for the direction of the audit and to minimize costs and increase effectiveness. The tasks in this phase would be undertaken to enable us to understand the financial systems and to tailor the audit to the condition of the Town.

The tasks include:

Review Procedures and Controls

We would identify internal control strengths and weaknesses in the accounting, administrative and data processing systems to enable us to decide on the appropriate amount of audit testing and to facilitate the design of our audit procedures.

This review would be conducted using our unique evaluation approach, which places emphasis on analysis of the important characteristics of the accounting information systems. This is accomplished by preparing flowcharts or narrative descriptions and obtaining documentation of the major transaction cycles that enable us to understand the accounting and financial reporting systems and highlight major internal control strengths and weaknesses.

Our review would include, but not be limited to, the areas of physical security, systems and program documentation, input/output controls and control over use and retention of electronic files. The end product of this approach will be a well-documented overview of the major accounting systems.

Perform Analytical Review

Analytical review is an important feature of our audit approach. It entails a review of account balances for trends, fluctuations, relationships and an overall review of operations. The review is designed to obtain the proper perspective as to the Town's financial position.

Identify Major Areas of Audit Concern

Based on the understanding achieved by performing the aforementioned reviews, we will identify those areas of significant accounting and auditing implication. These areas generally entail greater financial exposure and receive a greater share of our audit effort.

Develop Tailored Program

The tailored audit program will reflect the identified areas of concern, guiding our work in such a manner as to ensure that such areas are afforded the proper degree of audit consideration.

SECTION E - TECHNICAL APPROACH (CONTINUED)

Testing and Review

The second phase of our audit approach is the testing of transactions and review of systems. Detailed audit tests can be classified as either control or substantive tests. Control tests are used to determine whether the controls in the accounting system are operating as prescribed. Substantive tests are performed to secure reasonable assurance as to the validity of the information produced by those accounting systems and to verify financial statement account balances. The extent of substantive testing will be determined by the conclusions drawn from our control tests and the materiality of account balances to the financial statements.

Reporting

The third phase of our audit is the reporting phase to our clients. We will render our opinion on the fair presentation of the financial statements in accordance with accounting principles prescribed by our governing bodies.

We will also prepare letters of internal control correspondence, which will contain constructive suggestions regarding the Town of Topsham, Maine's operational and accounting procedures; observations, comments and suggestions on significant matters affecting internal controls; and any other matters, which we consider worthy of managements' attention. All matters contained in these letters will be discussed with the Town of Topsham, Maine management to assure that they understand and agree with our findings and in order that we may provide guidance in implementing the suggestions.

Other Matters

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. The GASB, in keeping with its mission issues standards and other communications that result in decision-useful information for users of government financial reports. Standards also help government officials demonstrate to their constituents their accountability and stewardship over public resources. Additionally, the GASB works to educate the public, including financial statement preparers, auditors, and users, about its standards and the information those standards require governments to present in their financial reports.

When new issues for which accounting and financial reporting guidance are needed or if any issues with the interpretation or implementation of GASB standards or with the financial reporting information that results from application of existing guidance, we will assist your staff in implementation and with identifying emerging issues. Our professional staff undertake ongoing continuing education activities to stay fully knowledgeable of the ever-changing financial reporting environment in which local governments operate. We anticipate that implementation of several recently released GASB pronouncements, including GASB Statement No. 75 relating to other post-employment benefits (OPEB), will impact many of our municipal clients in some fashion, and we are committed to assisting the Town with any of these or other developments as they may become applicable.

The audit will be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A 5823.

SECTION F – FEES, SCHEDULING, AND CONCLUSION

Fees and Scheduling

Based upon our understanding of the scope of services requested, our audit fees would not exceed the following for the year ending June 30, 2018:

<u>Engagement</u>	<u>Fee</u>
Financial Audit	\$10,750
GASB 75 Implementation	<u>500</u>
Total Fee	<u>\$11,250</u>

Fees for assistance and consultation beyond the scope of the audit engagement would be billed at the standard hourly rates, which range from \$90 to \$150 per hour depending on the level of professional experience required. Attendance at Board meetings is billable in a similar fashion. The anticipated fee noted above relating to the implementation of GASB 75 is our best estimate at this time. Should we encounter circumstances indicating that additional time may become necessary, we will inform you of same before incurring any such additional time or fees.

Our fees are predicated upon the normal level of participation of members of your staff or consultant. Such involvement would include the reconciliation of cash accounts and the obtaining of required documentation (paid invoices, cancelled checks, warrants, etc.) in support of transactions selected for review in an expeditious manner. It is our expectation that the Trial Balance will be adjusted at fiscal year end and all balance sheet accounts will have evidentiary documentation.

We will begin our audit on a mutually agreeable time and complete our fieldwork thereafter. Drafts of the audited financial statements will be issued as soon as practicable thereafter. The final payment for the annual audit shall become due after the submission of all reports and their acceptance by the Town of Topsham.

Conclusion

We appreciate the opportunity to submit this proposal to continue serving as the Town's audit firm. We strongly believe that our firm's size, our knowledge of and history with the Town, and the recent introduction of new personnel to our firm place us in a unique position to provide the highest quality and most cost effective audit of the Town of Topsham.

Board of Selectmen Meeting

For the date of: 06/21/2018

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

18-46

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

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager

Date: 06-13-2018

Board of Selectmen Meeting

For the date of: 06/21/2018

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 18-47

(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 to discuss the acquisition of real property pursuant to 1 M.R.S.A. § 405 (6) (C).

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager **Date:** 06-13-2018