

TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
JUNE 4, 2015 - 7:00 P.M.

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

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, June 4, 2015 at the Municipal Building at 100 Main Street, Topsham, Maine.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE/ROLL CALL

Chairman Russell called the meeting to order at 7:00 p.m. All present were invited to stand and recite the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all Selectmen were present.

TOWN MANAGER'S REPORT

Over the past two weeks, we have received notice on two grant applications. We have been awarded \$35,000 for a Recreational Trail Grant to construct a non-paved trail from Town Landing Road along the river up to the new River Landing Apartments. The second grant is for \$50,000 to go toward the purchase, from TDI, of additional land at the Head of Tide Park. This award is contingent on the governor releasing bonds that have already been approved by the voters. Both grant awards will be coming to the Board seeking your approval.

Topsham's annual fishing derby will be held on June 20 from 8:00 a.m. to 11:00 a.m. out at the ponds at the solid waste transfer facility.

In May of 2014, Town Meeting approved a bond for various pieces of capital equipment. That bond has been issued by the Maine Municipal Bond Bank, and the proceeds are in our account. Several purchases have already been made, and the large one - the new fire engine - should be in our possession in the next month or two.

For the 7th or 8th consecutive year, the Planning Office has welcomed a Bowdoin Psi Epsilon intern. This year Julia Hill will work for the Town for the summer. She will be assisting the office on multiple projects, as well as working on sum projects for Economic Development, the Fire Department and Police Department.

I would like to extend a note of thanks to our residents for their patience as we upgraded our financial software this past week. I know that some people showed up and had to come back,

and some early transactions took longer than normal as we learned the updated system and worked out some of the kinks.

Thank you also to the citizens who turned out for the Town Meeting.

BOARD AND COMMITTEE REPORTS AND UPDATES - None noted.

PUBLIC COMMENT - Selectman Thompson suggested that EMS and the Police Department give consideration to working together with other towns when going out to bid for equipment and vehicles. He said by putting out a large bid package, the towns might be able to save more money.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA

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

VOTED

To remove Item No. 15-33 from the agenda.

CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF MAY 7, 2015**
2. **APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION OF MAY 7, 2015**
3. **APPROVAL OF THE ELECTION WORKERS FOR THE JUNE 9, 2015 SAD #75 BUDGET REFERENDUMS**

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

VOTED

To accept the Consent Calendar as proposed.

UNFINISHED BUSINESS - None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

- 15-29 **CONSIDERATION AND ANY APPROPRIATE ACTION TO WAVE THE BID PROCESS AND ALLOW THE PUBLIC WORKS DIRECTOR TO PURCHASE WINTER SAND FROM SCOTT KELLY FOR \$6.84 PER CUBIC YARD DELIVERED, WHICH IS THE SAME PRICE HE CHARGED LAST YEAR**

Public Works Director Dennis Cox recommended that the Board wave the bid process and purchase winter sand out of next year's budget from Scott Kelly for \$6.84 per cubic yard

delivered. Mr. Cox said this is the same price Mr. Kelly charged last year and is offering same because he has product left from last year. It was noted that other suppliers are estimating the charge this year will be \$10.00 per cubic yard.

During discussion Selectman Douglass raised the concern that several contractors seem to be offering their materials at the same price the Town paid last year. With everything going up in price since last year, he questioned if the Town could somehow have obtained a lower price on items in the first place. Response was that there is not much the Town could do other than go out to bid, which they did and Mr. Kelly was the lowest out of three bidders last year at the \$6.84 per cubic yard.

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

VOTED

To waive the bid process and allow the Public Works Director to Purchase winter sand from Scott Kelly for \$6.84 per cubic yard delivered.

15-30 CONSIDERATION AND ANY APPROPRIATE ACTION OF GREEN STREET TRAFFIC CALMING TEST PROPOSED BY THE LOWER VILLAGE DEVELOPMENT

John Shattuck spoke to this item and gave a power point presentation showing the results of a study on a way to calm traffic on Green Street. He said this has been a recurrent theme of several studies conducted by the Lower Village Development Committee in connection with their work to create a waterfront park in the Lower Village. Following a series of meetings with the Green Street residents, the Committee is proposing a low-cost interim step that can be effectively undertaken before broader redevelopment or traffic infrastructure changes can be completed.

In the slide presentation, Mr. Shattuck showed where temporary traffic pylons and signage could be placed and a marked safe zone for pedestrians and bicyclists on Green Street. The plan showed removal of the centerline on Green Street to reflect the usual practice in Topsham which omits center lines from narrow, residential streets. Both paint and pylons would be used to narrow and realign the north end of the street where it intersects with Elm Street. This will better align Green Street to be perpendicular to Elm Street and create a safer turning pattern from Elm Street. It would also narrow the entrance into Green Street to discourage sweeping, high speed turns onto Green Street, especially by west-bound traffic on Elm Street. Mr. Shattuck said the Committee's concept has been reviewed by pertinent Town Departments, including Public Works, Public Safety, Planning and the Manager and all departments have indicated their support for proceeding with this traffic calming test.

The Board discussed various aspects of the plan and questioned the cost. Response was "approximately \$1,000." The Public Works Director was asked how the plowing would be done. Response was "the same way it is done now." Selectman Brilliant's question was "If the center line is being done away with, will there be guidance lines on each side of the street?" Response was "no." Selectman Douglass expressed concern with being able to square off at the intersection of Elm Street. He said there is a large shrub on the corner that reduces the sight distance. He asked if the shrub could be removed, or perhaps consideration could be given to an island at that intersection. Suggestion was made that the bicycle/pedestrian area should be pedestrian only.

Selectman Lyons noted that many questions were asked and questioned if this item should come back for action at the next meeting in two weeks. Selectman Brilliant asked where the money was going to come from to pay for the project. Mr. Cox said he can cover the cost from money budgeted in the Maintenance Fund.

With all comments having been heard, motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

VOTED

To support the Green Street Traffic Calming Test proposed by the Lower Village Development Committee with the suggestions given tonight.

15-31 CONSIDERATION AND ANY APPROPRIATE ACTION ON DISCUSSION OF HOURS OF OPERATION OF TOWN HALL AND SERVICES

Town Manager Roedner presented some background on this item saying the Board received a letter back in April asking it to look at the hours at the Town Hall, and how those might be adjusted to better serve residents. He noted this concern was also raised at one of the recent Neighborhood Meetings and does come up occasionally directly from customers. Mr. Roedner said that requests were sent out to other communities, looking for feedback and any comments they might provide. A list of the responses was included in the Board package which included the towns that responded to the request and some from neighboring communities that the office looked up directly. Hours of operation of various towns totaled 26, including:

Benton	Durham	North Yarmouth
Bath	Fayette	Old Town
Bowdoinham	Freeport	Richmond
Bradley	Hampden	St. Albans
Brunswick	Kittery	Sangerville
Cumbeland	Lincolntonville	Standish
Damariscotta	Lisbon	Topsham
Dedham	Livermore	Yarmouth
		Wiscasset

Mr. Roedner said, after reviewing other communities and after discussion with staff, two options were fully analyzed.

Option 1 Four 10-hour days from 8:30 a.m. to 6:30 p.m.

Pros

- Provides multiple options for residents to do business at Town Hall
- Scheduling is easy
- Employees enjoy benefit for an extra day with family
- Possible cost savings on running building

Cons

- If Friday is a day off, impact on residents who do business with the Town on Friday - can be very busy in multiple offices (Clerk, Parks, Codes), depending on time of year
- Public impression of Fridays off with a Monday holiday

- Impact on employees who have family responsibilities after work, or second jobs
- Impact on Parks and Recreation Department which has programs 6 days a week, leading to additional comp time earned
- If Monday is a closed day, employees collect floating holidays to take later

Option 2 One late night, early close on Fridays

This option would include the following schedule: 8:30 a.m. to 4:30 p.m., Monday through Wednesday - 7:00 p.m. on Thursday and then 8:30 a.m. to 2:00 p.m. on Friday

Pros

- Later open hours for residents - more residents could avail themselves of the new hours
- Limited Impact on employees with family responsibilities or other jobs
- Scheduling is easy for staff
- Less of a negative view from residents
- Late hours dovetails with Board of Selectmen meeting schedule

Cons

- Fewer out of ordinary hours for residents
- During late hours, other services such as insurance, BMV, bank, Tech Support, would not be available to employees

After reviewing and discussing the various choices, the Board added **Option 3**, which was to leave as is.

All agreed that the top goal is to improve service availability for residents. Selectman Lyons shared her experience as Town Clerk and said when the Town office was open until 7:00 p.m. on Wednesdays for a period of time that no one showed up after 5:30 p.m. Comment was made that people from the old school want to do business face to face, but it is becoming more popular to conduct business on line and that citizens can register their vehicles and boats and obtain licenses 24 hours a day, 7 days a week.

There was a discussion of which offices/departments would have to be open at the same time to make transactions successful. Landfill hours was also brought up and suggestion made to look at landfill hours too. The way it is now, open from 8:00 a.m. to 6:00 p.m. Tues. thru Sat., but closed on Sundays does not serve citizens who can only get to the landfill on Sundays.

Selectman Thompson said we are not going to be able to come up with a solution that is going to solve everyone's problems. The Board challenged the Town Manager to keep the issue of adjusting the hours to best serve the citizens of Topsham on his to do list for further discussion. Motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

VOTED

To table agenda item 15-31.

15-32 CONSIDERATION AND ANY APPROPRIATE ACTION TO BE TAKEN ON THE PURCHASE OF FIRE HOSE AND APPLIANCES

Fire Chief Brian Stockdale recommended that the Board approve his department purchase fire hose and appliances from low bidder Harrison Schrader Enterprises, Lewiston, Maine. Chief Stockdale said his department has worked with this firm in the past with excellent service. Schrader's bid was \$6,514; Fire Tech & Safety from Winthrop came in at \$7,490.50 and Industrial Protection Services from South Portland came in at \$8,268. Monies to cover this item will come from the maintenance budget and minor equipment.

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

VOTED

To accept the bid for fire hose and appliances from the firm of Harrison Schrader Enterprises in the amount of \$6,514.

15-33 CONSIDERATION AND ANY APPROPRIATE ACTION TO REPLACE THE PARKS AND RECREATION TRUCK

This item was removed from the agenda and, therefore, was not acted upon. (See Adjustments to the Agenda, above.)

EXECUTIVE SESSION

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

VOTED

To close the regular meeting and move into Executive Session.

The Board moved to the private meeting room upstairs to discuss Agenda Item 15-34.

15-34 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO REVIEW THE TOWN MANAGER PERFORMANCE EVALUATION, TITLE 1, SECTION 405 (6) (A)

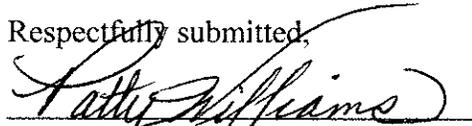
At 9:00 p.m. motion was made by Selectman Douglass, seconded by Selectman Lyons and it was unanimously **VOTED** to come out of Executive Session and to go back into the regular session.

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

VOTED

To adjourn the meeting at 9:02 p.m.

Respectfully submitted,


Patty Williams, Recording Secretary