

**5:45PM Interview's for Board/Committees
6:30PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
March 19, 2020**

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
- Update from Planning Board, Tom Thompson/Don Spann
- Update from Comprehensive Plan Implementation Committee, Susan Rae Reeves

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting February 20, 2020.
2. Approval of the minutes of the Regular Selectmen meeting March 5, 2020.

Public Hearing –

Unfinished Business –

Old Business –

New Business –

20-17- Consideration and any appropriate action on discussing Library Board request an exception on town policy regarding alcoholic beverages.

20-18- Consideration and any appropriate action on the appointment of Rich Schultz and Raija Suomela to the Comprehensive Plan Implementation committee.

Executive Session-

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board Meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer. Aggravated cases shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the Board shall require the presiding officer to act. 05/29/2003

Board of Selectmen Meeting

For the date of: 03/19/2020

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 February 20, 2020.

Brief Description of Consent or Agenda Item: see attached

Submitted by Derek Scrapchansky, Town Manager **Date:** 02-11-20

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
FEBRUARY 20, 2020 – 6:30 P.M

MEMBERS PRESENT: David Douglass
Ruth Lyons
Matt Nixon
Roland Tufts

MEMBER(S) ABSENT: Marie Brilliant

STAFF PRESENT: Town Manager Derek Scrapchansky

A meeting of the Topsham Board of Selectmen was held on Thursday, February 20, 2020 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman David Douglass called the regular meeting to order at 6:30 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 members were present.

TOWN MANAGER'S REPORT

Good evening,

I am pleased to announce the Topsham Police Department is now fully staffed with the hiring of Mr. Robert Wright. Robert will begin training at the Law Enforcement Academy in May and we are glad to have him on our team.

I would like to recognize and thank Officer Bruce Swanson of the Topsham Police Department. A letter of appreciation was received thanking him for his service and contribution during a medical emergency on January 22nd. This letter is a reminder to our first responders that their service is very much appreciated.

From the Parks and Recreation Department:

- All Baseball, Softball and Lacrosse Programs for this spring are now available for registration. Residents can go online at: topshamparksrec.com to register. There is a March 1st deadline for Most of the Programs (other than Tee Ball).
- We are still looking for coaches in the 3rd & 4th Grade Lacrosse Program. If anyone is interested please call the Parks and Recreation Office.

- Tickets for the Boy's Bowling Event at Yankee Lanes in Brunswick are now on sale. Forms are available on the department website, but escorts must register in person at the Parks and Recreation Office.

From the Topsham Public Library:

On Friday, February 21st from 10AM - 2PM For "kids" of all ages!

- The Maine 3 Railers O-Gauge Model Railroad Club will be setting up a running model railroad display in their meeting room. Please come watch the trains and talk to club members.

On Saturday, February 22nd at 11:00 AM – Joy of Art closing reception.

- This will be held in the Crooker Gallery. The winner of this year's People's Choice Award and the Library Lovers' Lottery will be announced. The winning artists in all categories will talk about their work.

The last day to vote absentee, without a special circumstance, is Thursday the 27th. The Tax Office will remain open until 7:00 PM for absentee voting and new voter registrations. Proof of residency and identification is required.

BOARD AND COMMITTEE REPORTS AND UPDATES – John Shattuck, Topsham Economic and Community Development, Inc. Director presented an update to the Board, including:

Miscellaneous:

- Nancy Weed, the Region 10 Superintendent, recruited me to the Steering Committee to support development of a 4-year Comprehensive Technical Education High School at Brunswick Landing. The school will seek to more effectively meet the needs of both employers and students. The process will involve input from the community and businesses.
- Working with Wicked Joe Coffee for a Community Development Block Grant similar to the one received 6 years ago.

Economic Development Program (CDBG-EDP)

- Wicked Joe Coffee will begin to process a CDBG-EDP Grant application through the Town.
- In 2014 the Town secured a grant on behalf of Wicked Joe Coffee which
 - o Helped the company's relocation to Topsham
 - o Resulted in high quality redevelopment of the Commissary
 - o Wicked Joe Coffee has continued to grow at a fast pace. They now have 35 employees
- The first step to obtaining the grant will be to submit a Letter of Intent (LOI) to apply
- If the Board of Selectmen support the application, it will need to be approved at the May Town Meeting. Wicked Joe Coffee will provide the town with an indemnification Agreement.

Topsham Commerce Park (TCP)

- Highland Green (HG) has commenced construction on Mountain Road.
- Construction includes connection of HG pump to future Brunswick Topsham Water District water tower on Highland Green property.
- Extending line during construction will be much less costly than a later retrofit.
- This connection is necessary to support future development in the area.
- The proposal for this extension has a cost of \$41,746.

PUBLIC COMMENT – None noted.

CORRESPONDENCE

Chairman Douglass read aloud the following correspondence which was received by Selectman Nixon from Charlene Swift, a member of the Finance Committee.

Dear Selectman Nixon,

I'm unable to attend the Board of Selectmen meeting on Thursday February 20, when Topsham Solar Advocates are presenting the 3 proposals received from the RFP, and I would like to add my voice of support for this project. I've read the materials submitted by Topsham Solar Advocates, as well as articles in Maine news about municipalities who have installed solar arrays. As a taxpayer, an advocate of clean/renewable energy, and a member of the Topsham Finance Committee, it makes good sense for Topsham to move forward with this project. We know that power and water costs will continue to increase into the future, and the Town will need ways to both cut costs and generate revenue. While I understand that this array is to power the Town's municipal-complex power needs, I look at it as a first step toward possible solutions for future needs at other town sites (Transfer Station, Library, Schools).

Re-Vision Energy is a great, reliable company (I'm a customer of theirs for solar-heated domestic water), with expertise and knowledge in municipal installations. Any way that the Town can both make significant savings AND take action toward clean energy. I support this, and appreciate the Board's consideration of this exciting opportunity.

*Sincerely,
Charlene Swift
6 Quartz Bluff Road
Topsham*

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's meeting of February 6, 2020.
2. Approval to open the polls at 8:00 a.m. on March 3, 2020 for the State Primary Election and Special Referendum Election, extended Registrar's hours on Thursday, February 27, 2020 to remain open until 7:00 p.m. for voter registration as required by State Statue 21-A, §122.6 and approve Linda Dumont as warden for the State Election.

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

VOTED

To approve the Consent Calendar as presented.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-11 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE EVALUATION AND RECOMMENDATIONS OF TOPSHAM SOLAR ADVOCATES REGARDING SOLAR PURCHASE POWER PROPOSALS RECEIVED

John Shattuck began the discussion of this item saying that Nick Whatley, representing the Topsham Solar Advocates, talked to staff over a year ago bringing this idea forward. Mr. Shattuck asked for the Town's blessing speaking in favor of the idea of solar use to benefit the Town. He said that 3 proposals resulted from the Request of Proposals put forward. The committee has talked to the providers and also discussed how other towns have moved forward with solar considerations.

Victor Langelo reviewed the municipal power purchase agreements, and figures which were included in the Board package for review. Proposals were received from ECA Solar, NexAmp Solar and Re-Vision Energy. The Topsham Solar Advocates recommended working with Re-Vision Energy which appears to be the most beneficial for the town. A memorandum was noted, which is on file, from Craig Douglas, P.E. with the Brunswick Topsham Water District dated February 4, 2020 talking about the District's investigation of the potential financial impact of solar power purchase. Mr. Langelo expects that solar use will pay approximately 85% of Central Maine Power's charge to the town and said it will be a challenge to get the project off the ground.

Chairman Douglas expressed thanks to the committee for the work they put in to make the process easy to understand.

Following the Solar Advocates presentation, the Board asked questions, which were responded to providing responses such as:

- The Town will pay as electricity is generated.
- How much energy produced will result somewhat on the weather, more days of sunshine will provide more energy.
- There will be no cost to the Town for the installation.
- The solar panels are guaranteed for 25 years. If they don't generate any power, the Town pays nothing.

- ReVision is employee owned and is not a venture capital company.
- ReVision will work with CMP to develop an agreement.
- If approved, the site is likely to be built in late summer or early fall.
- Following the 20-year contract, 5-year extensions are possible.
- Brunswick Topsham Water Department is working to develop their contract.
- Residents can't buy in at this time but other programs will become available in the future.

Following discussion, motion was made by Selectman Tufts, seconded by Selectman Nixon, and it was unanimously (of those present)

VOTED

To authorize the Town Manager to work on an agreement with Re-Vision to provide solar energy to the Town of Topsham.

20-12 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE MAIN STREET ENGINEERING COSTS

Public Works Director Dennis Cox asked that the Board approve the cost of \$57,770 for the Main Street Engineering project. The cost includes a resident inspector. Mr. Cox said Wright-Pierce Engineers started the project back in 2015. When the project was approved several months ago, the amount for strictly for the contractor cost for the actual work. This amount due is for the engineering.

Town Manager Scrapchansky said when the project was first presented it was for the lowest bid for the construction. The problem was that when the Board looked at the contract, they looked at the lowest bid cost for the contract work, which did not include the engineering costs. Recommendation was to take the additional funds out of TIF revenues.

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

VOTED

That we approve a total of \$81,115 for the Main Street engineering costs, as well as a contingency fund for the construction work, with funds to come from the Downtown TIF reserve.

20-13 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE MAIN STREET CULVERT PROJECT TRAFFIC PLAN

Public Works Director Dennis Cox said the Traffic Plan to be used during the Main Street culvert project is a 2-part plan to 1) detour traffic when Winter Street is closed and 2) detour traffic when Elm Street Extension is closed. A copy of the plan was included in the Board package for the Board's review.

During the first plan, Winter Street will be closed for approximately 5 days. The commercial truck traffic will be routed to the Mall Road and Monument Place and Main Street. Passenger vehicles will be detoured to Bridge Street to Summer Street and then to Main Street.

The second part will be the closure of Elm Street Extension for only a couple of days with a similar traffic plan where commercial trucks going from Main Street to the Mall will have to use Monument Drive. There will be lighted signage directing the traffic and a message board set up in advance to warn drivers of the scheduled closure dates.

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

VOTED

To approve the Main Street Culvert Project Traffic Plan as presented.

EXECUTIVE SESSION – None noted.

ADJOURN

Motion was made by Selectman Nixon, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 03/19/2020

Type of Item:

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

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 2

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item: Approval of the minutes of the regular Selectmen meeting March 5, 2020.

Brief Description of Consent or Agenda Item: see attached

Submitted by Derek Scrapchansky, Town Manager **Date:** 02-11-20

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
MARCH 5, 2020 – 6:30 P.M

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
Matt Nixon

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Town Manager Derek Scrapchansky; Director of Recreation Pam LeDuc and Public Works Director Dennis Cox

A meeting of the Topsham Board of Selectmen was held on Thursday, March 5, 2020 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman David Douglass called the regular meeting to order at 6:30 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 members were present.

TOWN MANAGER'S REPORT

Good evening,

I am pleased to announce that Topsham had a 45% voter turnout at the election on Tuesday. I would like to extend special thanks and appreciation to our Clerk, Tax Department and the dedicated and outstanding citizens who assisted in this election process. Due to warm weather and thawing on election day, we faced challenges with mud. I would like to thank our Public Works Department for making the fairground parking lot useable and directing traffic throughout the day.

We have an update to Wicked Joe Organic Coffee's invitation to apply for CDBG-EDP Grant. Topsham's Letter of Intent (LOI) notifying DECD of the Town's intent (if invited) to submit a Community Development Block Grant – Economic Development Program (CDBG-EDP) application on behalf of (WJC) was successful! This week, the Town received DECD's letter inviting the Town to submit a formal application for CDBG-EDP funding to continue WJC's continuing growth, which has created very significant increases in both tax base and employment. The grant application is due in May with a final decision expected in July.

On Friday, February 28th, the TDI Board voted unanimously to fund the extension of a high pressure (HP) water line on Mountain Road to the Highland Green boundary at Canam Road (which is not required under the 201812 HG2 TIF/CEA). The project cost of \$41,746 will be paid from TDI's Enterprise Fund. Doing this work after the road is completed would substantially increase the cost due to the need to open the road, blast a separate trench in the ledge, connect to a pressurized system and then repair the road. John Shattuck, our Economic Development Director, will provide a detailed update to Wicked Joe's grant application and the high pressure water line extension at the next Board of Selectmen meeting.

From the Parks and Recreation Department

- Deadline for the Galactic Bowling Adventure is tomorrow March 6th. Please register at the office before 3:00 pm.
- We are delighted to have a set of parents who are willing to run a 3rd & 4th Grade Lacrosse program if we have enough interest. Please call the office and provide your child's name.
- Easter Egg Hunts will be occurring prior to Easter, but just like every other year we will not be posting it on Facebook. We will send out the information to individuals on a list serve, and through the Topsham Elementary Schools the week prior.

From the Topsham Public Library:

- Topsham Public Library is partnering with the Southern Midcoast Career Center to provide a variety of employment and training services at no charge for Maine workers and businesses on Wednesdays from 2:00 -4:30 PM at the Topsham Public library.
- The Topsham Public Library's Crooker Gallery exhibit entitled, "What's in a name?" celebrates the Maine bicentennial, with reproductions of artifacts from Charlie Crosby and others. The exhibit will be up until March 27th.

BOARD AND COMMITTEE REPORTS AND UPDATES

Community Center Committee Update

Co-Chairmen Gary Massanek and Leslie Byrne presented a report of efforts to date of the Topsham Community Center Committee.

Mr. Massanek reviewed the Work Plan, a copy of which was included in the Board package. Ms. Byrne read aloud the Committee's Mission Statement as follows:

"The mission of the Community Center Committee is to understand the desires and determine the needs of the Topsham Community for an accessible, affordable, sustainable building that would serve the multi-generational community and foster social connections among Topsham citizens. The Committee will facilitate the inclusion of many stakeholders, including the public, library and school district, into a process to develop a needs assessment. The committee will report on the interest of such a facility to the Board of Selectmen through the preparation of a Needs Assessment Report."

Other members of the Committee present were Jay Collier and Catherine Meier. Mr. Massanek reviewed the Work Plan which consisted of two phases. Phase one included a Needs Assessment and Request for Proposals, Program Development and request for Board of Selectmen's direction to proceed to Phase Two in February or March of this year. Phase Two consists of a Feasibility Study, hiring of a consultant and a study.

Following the presentation, questions were asked from Board members including: What outreach has the Committee actually had with Topsham residents? *Response was that the Committee will focus on the RFP to obtain that information. A Need Assessment was suggested. Do we need more committee meeting rooms? Gyms? Need to get a sense of what we currently have.*

Selectman Lyons asked if consideration was being given to what rooms, gym space, etc. will be included in the new school being built. Selectman Nixon said he had questions but would wait until this item is discussed in the agenda item coming up later in the meeting.

Chairman Douglass thanked the Committee for presenting the report.

PUBLIC COMMENT – On behalf of the Board, Chairman Douglass offered condolences to the families of Esther Lacognata and David Caron who recently passed away. Selectman Lyons added condolences to the family of George Moore who also passed away recently. It was noted that these three individuals were devoted to involvement in matters of the Town.

CORRESPONDENCE – Chairman Douglass said he received two e-mails expressing concern with the muddy condition of the fairgrounds during voting last Tuesday. He said he responded to the e-mails and said changes need to be made so this situation won't happen again.

Selectman Lyons said it has been 20 years since we had an election in the month of March and that the Board, Town Manager and staff feel bad about the muddy condition of the grounds.

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

VOTED

To postpone addressing 20-16 to a future meeting.

CONSENT CALENDAR – None noted.

PUBLIC HEARING

20-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON POSTING THE FOLLOWING ROADS FROM MARCH 9, 2020 TO APRIL 30 2020 OR SOONER IF CONDITIONS ALLOW. WINTER STREET/RIVER ROAD FROM MAIN STREET TO WHITEHOUSE CROSSING ROAD, WHITEHOUSE CROSSING ROAD, CATHANCE ROAD, MEADOW CROSS ROAD, WARD ROAD, WEST MERRIL ROAD, ROBERT'S HILL ROAD, FORESIDE ROAD FROM TOWNSEND WAY TO THE MIDDLESEX ROAD, AND VILLAGE DRIVE FROM ROUTE 196 TO THE MOUNTAIN ROAD

The Public Hearing was declared open.

Public Works Director Dennis Cox recommended that the Town post Winter Street/River Road from Main Street to Whitehouse Crossing Road, Whitehouse Crossing Road, Cathance Road, Meadow Cross Road, Ward Road, West Merrill Road, Roberts Hill Road, Foreside Road from Townsend Way to the Middlesex Road and Village Drive from Route 196 to Mountain Road. He said the posting is necessary due to the conditions created by the warming temperatures as frost heaves leaves the ground. Mr. Cox asked that the posting be effective from March 9, 2020 to April 30, 2020, or sooner if conditions allow.

Following Mr. Cox's presentation, Chairman Douglass asked if anyone present wished to comment. There being no comments to be heard, the Public Hearing was declared closed.

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

VOTED

To approve the road postings, listed in agenda item 20-14, from March 9, 2020 to April 30, 2020, or sooner if conditions allow.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-15 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVAL OF THE RFP FOR NEEDS ASSESSMENT FROM THE TOPSHAM COMMUNITY CENTER COMMITTEE

Pam LeDuc said she didn't prepare the RFP, but she was at the meeting to represent the Committee. The RFP was written by Andrew Deci, Topsham's Assistant Planner, who is familiar with the process. Ms. LeDuc said a rough draft of the Request for Proposals was forwarded to the Board prior to the meeting so they could familiarize themselves with the language.

Selectman Nixon said he will bring several of his comments to the Town Manager and Assistant Planner in terms of "nuts and bolts" of the terminology. He referenced page 2, Selection Committee, and asked if the Committee members would be on the committee or a group consisting of people from the library, school committee, and selectmen? Ms. LeDuc responded that the selectmen should be involved in the process. She said there are architectural firms in Portland that do this and that there should be a screening process to review the best three proposals received. Ms. LeDuc added that she feels certain members of the Committee should be on the selection committee as well as the Board of Selectmen, Town Staff and go from there.

Selectman Nixon referenced page 5, Market Analysis...he asked "In relation to what?" Ms. LeDuc responded that People Plus would be looked at and anything that serves our residents. Selectman Nixon said his biggest concern is that community engagement should come first. A lot of the questions are based on the idea that we are going to be moving forward with

something. This is something we are going to be paying for a very long time and all citizens should be able to comment. Ms. LeDuc responded that we could do an on-line survey, advertise in the Town Cryer, or something of that sort. Selectman Nixon said people were turned off with the on-line survey for the Comprehensive Plan and a mailer might be more effective.

Chairman Douglass said he proposes that the Board sit down with the Committee and hold a workshop; table further action on this until the workshop. He said this very quickly has gotten out of the scope that the Board of Selectmen ever thought it would and we need to have a conversation in a workshop session. He added that the Board failed to give stronger direction when they sat down to talk about this.

Selectman Nixon added that it would be good to hold the workshop sooner rather than later and the Board agreed.

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

VOTED

To table the RFP and schedule a workshop with the Topsham Community Center Committee.

EXECUTIVE SESSION

20-16 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (G) (F) TO DISCUSS TAX ACQUIRED PROPERTY

This item was postponed to a future meeting.

ADJOURN

Motion was made by Selectman Brilliant, seconded by Selectman Nixon, and it was unanimously (of those present)

VOTED

To adjourn the meeting at 7:06 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 03/19/2020

Type of Item:

- Board or Committee Presentation
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Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 20-17

(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 discussing Library Board request to an exception on Town policy regarding alcoholic beverages.

Brief Description of Consent or Agenda Item: see attached

Submitted by: Susan Preece, Director of Topsham Library

Date: 03-04-20



TOPSHAM PUBLIC LIBRARY

To: Derek Scrapchansky, Town Manager and Board of Selectmen
From: Susan M Preece, Director and Diane Hender, President of the
Topsham Public Library Board of Trustees
Re: Whitten Society Event; April 17, 2020 - Beverages to be served
Date: March 3, 2020

A handwritten signature in black ink, appearing to be 'Diane Hender', written over the 'From:' line of the header.

Once again, we write on behalf of the library Board of Trustees to request an exception from Town policy to serve wine at an event at the library the evening of Friday, April 17. It is an invitation-only reception for adult Whitten Society members, Business Support Program members and local officials which will include a presentation of the Sarah Whitten Community Award to Topsham resident, Jennifer Ecker. This award is given annually to an individual, group or business in recognition of outstanding contributions to the Topsham Public Library and the community and honors the spirit of Sarah Whitten who donated her family home to the library in 1941.

The Board of Selectmen has granted our request for this exception for the past five years. Heavy hors d'oeuvres, wine and cheese were served during these 2 hour events. These adults-only events were very successful. All participants had a pleasant evening and no problems occurred.

We are obviously willing to discuss any questions or concerns you might have. We ask that this matter be placed on the agenda for the Select board meeting on March 19, 2020.

Board of Selectmen Meeting

For the date of: 03/19/2020

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Agenda Number: 20-18

(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 appointment of Rich Schultz and Raija Suomela to the Comprehensive Plan Implementation Committee.

Brief Description of Consent or Agenda Item: see attached

Submitted by: Derek Scrapchansky, Town Manager

Date: 03-10-20