

**6:15 PM Interviews for Boards/Committees
7:00PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
March 1, 2018**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting 02-15-2018.

Public Hearing –

18-11- Consideration and any appropriate action on posting the following roads from March 1, 2018 to April 30, 2018 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 Merrill Road, Robert's Hill Road, Foreside Road from Townsend Way to the Middlesex Road

Unfinished Business –

18-10- Consideration and any appropriate action regarding draft Water Safety Zone Ordinance language for the Androscoggin River adjacent to Brunswick Hydroelectric facility.

Old Business –

New Business –

18-12- Consideration and any appropriate action to approve submission of a FY 2018 Certified Local Government Historic Preservation Grant Application for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof.

18-13- Consideration and any appropriate action in the appointment of William Greenwood to the Tree Committee and Shana Stewart Deeds to the Conservation Commission.

Executive Session-

18-14- Consideration and any appropriate action to enter into executive session to deliberate an abatement pursuant to 36 M.R.S.A. §841 and Title 1 405 6 (F)

18-15- Consideration and any appropriate action to enter into executive session to deliberate an abatement pursuant to 36 M.R.S.A. §841 and Title 1 405 6 (F)

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: 03/01/2018

Type of Item:

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

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 1

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

Brief Title of consent or Agenda Item: Approval of the minutes of the regular Selectmen meeting 02-15-2018.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager

Date: 02-20-2018

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
FEBRUARY 15, 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, February 15, 2018 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine. (The Board held a Workshop with Town Auditors and the Finance Committee at 6:00 p.m.)

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

As a reminder, we are into budget season. The Board and Finance Committee have already held two budget review meetings. Two more are scheduled, one on February 26 and one on March 5. Both will be here at 6:00 p.m. After that meeting, both Board's will hold workshops on their own to go over the budget and make recommended changes, with a follow-up joint meeting on March 21 at 6 pm. At this meeting, the discussions will be held on both sets of recommendations. It is generally the goal to come up with one set of recommendations for Town Meeting at this workshop. Also as a reminder, all of these meetings are open to the public.

Our Parks and Recreation Director, Pam LeDuc, negotiated a reduced price round trip fare on the Downeaster to Boston for school vacation week. 80 tickets were sold for a day long trip to Boston, with discount tickets to the Aquarium also available. Sorry, no more tickets are available at this point, but keep your eyes posted as there may be similar events in the future.

Cutting on the upper Foreside Field is ongoing, but should be wrapping up pretty quickly. We have discovered a lot of dying trees, so the thought is that in 3-4 years to come back and take out additional trees. This will allow low level brush to grow up a bit and provide some buffering to the nearby residents before we cut any more trees.

BOARDS AND COMMITTEE REPORTS AND UPDATES – None noted.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – Chairman Douglass read aloud a letter addressed to the Board from Jeff Deletetsky urging the Board to keep current signs up near the hydroelectric facility, but to take no further action. The letter is filed with these minutes.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s Meeting of 2/1/18.

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

VOTED

To approve the minutes of the Regular Selectmen’s Meeting of February 1, 2018, as written.

PUBLIC HEARING – None noted.

OLD BUSINESS

18-10 CONSIDERATION AND ANY APPROPRIATE ACTION REGARDING DRAFT WATER SAFETY ZONE ORDINANCE FOR THE ANDROSCOGGIN RIVER ADJACENT TO THE BRUNSWICK HYDROELECTRIC FACILITY

Town Manager Roedner reviewed the proposed Draft Water Safety Zone Ordinance, which was included in the Board package for review. The ordinance was developed based on the discussion at the Board’s last meeting with Brookline regarding safety concerns with public use of the water near the hydroelectric facility. Mr. Roedner said the ordinance is being reviewed by the Town Attorney.

Mr. Roedner said the ordinance is written in generic form by creating a term and definition for Water Safety Zone, and giving the Board the authority to create such a zone, following a public hearing. He said he identified one zone between the bridges, thus giving the Board the ability to create additional zones as needed, without having to wait for Town Meeting. Progressive penalties have been included as proposed by Brookfield, with language about recovering court costs and the cost of rescue. The Board suggested a couple changes to the draft such as in the first paragraph, next to last sentence, add “in the water” after “fishing;” paragraph B, (b) to read: “It shall be unlawful to be on or in the Water Safety Zone;” and under Section 215-3 Penalties, B, add “intentional disregard” in place of “court”.

As request at the last Board meeting, a summary sheet was included in the Board package showing the number of emergency responses from the Brunswick and Topsham Fire and Rescue, as well as the number of rescues by the Topsham Police Department. Comparing the dates for the two Fire Departments, 14 separate rescues can be identified since 2007. Topsham Police Department has recorded 21 calls to the Swinging Bridge area since 2006.

A general discussion ensued between Board members with concerns and suggestions thrown onto the table such as...

- More signs were erected and they didn't help;
- If Topsham does a rescue, who is responsible for the costs incurred;
- Asked to hear from Inland Fisheries and Sportsman's Association. Don't want anyone hurt but also don't want to restrict water use;
- Being in that water is a high risk activity and ordinance needs to be restrictive enough to discourage dangerous use;
- If signage didn't work, how is an ordinance going to solve anything? (response was that the ordinance gives authority to enforce fines).

Chairman Douglass reviewed his history of rescuing people who swam 75' from shore and were too tired to swim back. It took two individuals in the rescue boat and several of shore. He said it was a bad decision to swim out there with a bad result. He added that we are not taking away all use of the river, only the high risk areas. During the month of April, any part of the river can be a risk.

Pat McDonner, with Brookside, explained in the area where they place their boat barriers may appear calm, but there is a swift current in the water.

Chairman Douglass asked what the will of the Board was and how they want to proceed. There was some talk about the use of a horn to alert people to impending changes in water levels and whether a horn would give sufficient notice for a boat to vacate the area.

Consensus of the Board was to table this agenda item and to direct the Town Manager to have a discussion with the DEP, Brookfield and Inland Fisheries and Wildlife to determine where various authorities lie and come back before the Board with the ordinance for further discussion.

NEW BUSINESS – None noted.

ADJOURNMENT

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

VOTED

To adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 03/01/2018

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: 18-11

(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 posting the following roads from March 1, 2018 to April 30, 2018 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 Merrill Road
Robert's Hill Road
Foreside Road from Townsend way to the Middlesex Road

Brief Description of Consent or Agenda Item:

Submitted by: Dennis Cox, Public Works Director

Date: 02/17/2018

PUBLIC HEARING ON ROAD POSTING

MARCH 1, 2018

To: Rich Roedner
From: Dennis Cox
Subject: Road Posting
Date: February 21, 2018

I would like to make the following recommendation that the Town posts the following roads due to the conditions created by the warming temperatures, as the frost leaves the ground under these said roads. The procedure to be followed will be that as described in the Town of Topsham's Code Book, Chapter 210 Vehicles and Traffic, Article IX. Weight Restrictions, 210-62. Closing roads to travel of certain trucks; exemptions; permits.

Winter Street / River Road from Main Street to Whitehouse Crossing Road

Whitehouse Crossing Road

Cathance Road

Meadow Cross Road

Ward Road

West Merrill Road

Robert's Hill Road

Foreside Road from Townsend Way to the Middlesex Road

These are the same roads that were requested last year. The road posting would be effective March 1, 2018 to April 30, 2018 or sooner if conditions allow.

Board of Selectmen Meeting

For the date of: 03/01/18

Type of Item:

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

Type of Submission:

 X Regular Submission
_____ Additional Agenda Item
_____ Additional Information

Agenda Number: 18-10

(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 regarding draft Water Safety Zone Ordinance language for the Androscoggin River adjacent to Brunswick Hydroelectric facility.

Brief Description of Consent or Agenda Item: A draft ordinance has been attached based on the discussion at the Board's last meeting. It is currently being reviewed by our attorney. Also attached are police/ems logs for events on the river over the past 10 years. It should be noted that these are difficult to search due to how calls get logged at the time a call is made, which is not always the same as the reaction. Kids jumping off the bridge could end up with a rescue, while calls for a rescue could end up with a canoeist paddling away on their own.

Submitted by: Richard Roedner, Town Manager **Date:** February 8, 2018

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: February 21, 2018
Re: No Water Contact Zone

I have attached a revised draft of the Water Safety Zone Ordinance for your consideration. Changes were made based on our conversation last week, notably:

- taking out the reference to “up to knees”
- changing the reference of Water Safety Zone to No Water Contact Zone
- Inserting “in the water”
- Deleting extraneous language “subsequent offenses” at the very end

I have reached out to the IFW about the meeting the Deputy Commission talked about. While I haven't heard anything yet, I am sure I will have something for you by the meeting night.

“An Ordinance to Promote Water Safety by Creating a No Water Contact Zone up and downstream of the Brunswick Hydroelectric Facility on the Androscoggin River”

Chapter 215 No Water Contact Zones

Section 215-1 Definitions

A No Water Contact Zone means an area in which physical access to water poses a substantial risk to the public due to adjacency with a structure, facility, or land/water based operations. A No Water Contact Zone prohibits recreational activities such as swimming, boating, fishing in or on the water, and water navigation at any time within the prescribed areas.

Section 215-2 General Provisions

- A. The Topsham Board of Selectmen is hereby authorized to designate certain navigable waterways, or portions thereof, as No Water Contact Zones, when after holding a public hearing, the Board determines that there is an unreasonable risk to the health and safety of the general public due to the specific nature of the waterway or stretch of waterway. This could include various natural features such as waterfalls, or man-made features such as piers, docks, dams, etc.
- B. Designation of No Water Contact Zones
 - a. The portions of the Androscoggin River extending approximately 500 feet downstream of the Brunswick Hydroelectric facility to the east side of the Frank Woods Bridge (Route 24), commencing to the thread of the river and then extending approximately 3000 feet upstream of the Brunswick Hydroelectric facility to Maine Department of Transportation Railroad Bridge.
 - b. It shall be unlawful to be on or in the No Water Contact Zone as described in (a) above.
- C. Nothing in this section shall be construed as prohibiting the use of adjacent shore areas for any lawful purposes, including fishing.

Section 215-3 Penalties

- A. Those found in violation of the restrictions in 215-2.B above, shall be subject to a fine of not less than \$100.00 for the first offense, and not less than \$250.00 fine for a second offense. Subsequent violations shall be subject to a minimum fine of \$500.00 per offense.
- B. In addition to fines in A above, violators may also be subject to court costs incurred by the Town, as well as any costs associated with any rescue efforts undertaken.

Board of Selectmen Meeting

For the date of: 3/1/2017

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: 18-12

(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 approve submission of a FY 2018 Certified Local Government Historic Preservation Grant Application for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof.

Brief Description of Consent or Agenda Item: This is for the Board to approve submission of a FY 2018 Certified Local Government Historic Preservation Grant Application for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof.

Submitted by: Carolyn Eyerman, AICP, and Assistant Planner **Date:** February 20, 2018

MEMORANDUM

To: Board of Selectmen
From: Carolyn Eyerman, AICP, Assistant Planner
Date: February 20, 2018
Re: FY2018 Federal Historic Preservation Fund Certified Local Government (CLG) grant/Sagadahoc Agricultural Society Fairgrounds Grandstand roof

In November, 2016, the Board approved submission of the FY2017 federal Historic Preservation Fund CLG grant for \$24,000 to replace the Topsham Fairgrounds Grandstand roof. The grant application was submitted to the Maine Historic Preservation Commission in December, 2016.

In February, 2017, Topsham received an award letter from the State for \$2,500. Essentially, we needed more detail in the plans and specification before they will consider a larger grant amount. The town, with assistance from the Agricultural Society, hired James Herrick, Architect, to provide the required plans and specifications.

The attached grant application is a continuation of this process. The total project cost is \$56,037.28. The application is for \$24,995 in CLG grant funding. 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.

Town of Topsham



APPLICATION FOR
CERTIFIED LOCAL GOVERNMENT
HISTORIC PRESERVATION GRANT
FY2018

SUBMITTED BY:

TOWN OF TOPSHAM
Department of Planning and Development
March XX, 2018

APPLICATION FORM

Certified Local Government Grants, 2018

Project Name: New Roof for the Grandstand at the Sagadahoc Agricultural Society Fairgrounds

Location: 32 Community Way, Topsham, ME 04086

Applicant Organization: Town of Topsham

Contact Person: Carolyn Eyerman, AICP, Assistant Planner

Mailing Address: Department of Planning & Development, Town of Topsham, 100 Main Street, Topsham, ME 04086

Telephone Number: 207-725-1724 x 2126

E-mail Address: ceyerman@topshammaine.com

Project Type:

- Architectural Survey
- National Register nomination
- Archaeological Survey
- Development, Pre-development or Archeological Stabilization.
- Planning
- Public Education
- Acquisition

Grant Amount Requested \$24,995.00

Match Amount \$31,042.28 **Match Source:** Town of Topsham & Sagadahoc Agricultural Society

Total Project Cost \$56,037.28

Certified Local Government Grants, 2018

1) Is this a continuing project that the Commission has previously funded? Yes No

2) Focus and Products:

The Sagadahoc Agricultural Society owns and operates the fairgrounds in Topsham, Maine. Sometime between 1860 and 1870, they built and opened the grandstand at the race course. Other county fairgrounds built similar buildings, but this is the oldest remaining grandstand built for the agricultural fairs in Maine and it is on the National Register.

Periodic and annual maintenance has been done through the years. This includes a recent structural review and strengthening and repairs program and exterior painting including all of the seating and spectator walkways. In most ways, the ancient building is being kept in great shape.

It is now time to replace the roofing. I have not walked on the roof, but the over worn asphalt shingles can be seen from the ground. In fact looking up from the seating areas one can see sky coming in through the spaces between the board roof deck in numerous locations.

Since thousands of people do and have come to this building each year, we are requesting help to replace the protective roofing so the building will be here for thousands more to come. The proposed plans and specifications for roof replacement, as funded and approved through last year's grant cycle, are provided with this application.

3) Methodology:

Under last year's grant cycle, we contracted with professional architect, James Herrick, who prepared the enclosed plans and specifications. Under this proposal, we will contract with a professional architect to manage and review the actual work performed. We will also contract with a professional roofer to strip off the existing worn out roofing and dispose of it in a legal manner. The roofer will also examine the board roof deck and report any rot or damage. As the underside of the roof deck is exposed, we can see if the roof deck is not seriously rotted but it would be wise to plan for some replacement of boards.

Then, new matching replacement wood would be laid to replace any rotted deck boards, metal drip edge and manufacturer recommended substrate (tar paper) would precede the application of 30 year asphalt shingle roofing.

4) Project Personnel:

James Herrick, Architect, has provided assistance to the town in preparing this application as well as preparation of the approved plans and specifications. His resume is attached. Utilizing Historic Preservation Grant money, the town went out to bid last year for an architect to prepare the drawings and specifications. Mr. Herrick was the architect chosen for the drawing and specification project. The plans and specifications are enclosed. These plans and specifications will be the base documents referred to in the roofer contract. A contracted architect will also provide weekly on site representation during the course of the work and help process contractor's monthly requests for payments.

5) Public Benefit:

Agricultural County Fairs are an annual tradition throughout Maine. The National Register Grandstand in Topsham well represents that tradition to many in this area. Harness racing and large animal and tractor pulling contests are part of what is on show for spectators in this building. Many other events during the warm season are scheduled at the Grandstand before, after and during the fair.

6) Estimated Project Schedule:

May/June, 2018 - Grant award received, prepare State contract documents
 June/July, 2018 - Prepare bid documents; Bid to at least three roofing contractors and three architects
 July, 2018 - Consider bids and award contracts
 August, 2018 - Begin project
 September, 2018- Project complete
 October, 2018 - First CLG Grant Report Due

January, 2019 – Second CLG Grant Report Due, if needed

April, 2019 – Third CLG Grant Report Due, if needed

July, 2019 - Fourth CLG Grant Report Due, if needed

September, 2019 – Project must be completed by this time, including billing and CLG reports

7) Availability of Match:

Do you already have all the required match for this project? Yes No

If the answer is "no" what percentage of the match is already in hand? _____%

8) Budget:

The Maine Historic Preservation Commission reviewed and approved the November 3, 2017 plans and specifications, drawn by James Herrick Architect.

To estimate the project costs, the Town of Topsham received a written estimate from Hahnel Bros and will be using the following estimates for the in-kind contribution from the town staff and Sagadahoc Agricultural Society volunteers. The remaining cash match will be provided by the Sagadahoc Agricultural Society and the town in the form of the required signage.

The following rates were determined based on the current salary and benefits for the positions with the Town of Topsham and 2018 Maine State minimum hourly wage rate.

Administrative:

- Carolyn Eyerman, AICP, Planning Assistant will administer the grant and provide overall project oversight. The donated value is based on 30 hours at an hourly rate of \$37.55 for Carolyn Eyerman, AICP (Totaling \$1,126.50).
- Rod Melanson, Director of Planning and Development, will assist in the administration of the project. The donated value is based on 5 hours at an hourly rate of \$45.57 for Rod Melanson (Totaling \$227.85).

Accounting:

- Debbie Fisher, Finance Director will establish and maintain the accounting and fiscal information system. The donated value is based on 4 hours at an hourly rate of \$39.12 (Totaling \$156.48).

Secretarial:

- Irene Dubreuil, Clerical Assistant to the Department of Planning and Development will provide secretarial assistance. The donated value is based on 5 hours at an hourly rate of \$33.69. (Totaling \$168.45).

Volunteers:

- Members of the Sagadahoc Agricultural society will oversee the project and pick up debris from construction. Hourly labor cost is determined based on the 2018 Maine State Minimum hourly wage rate of \$10.35 and a total of 80 hours (Totaling \$828.00).

Estimated Project Budget:Grant Request: \$24,995.00 Match Amount: \$31,042.28Total Project Cost: \$56,037.28**PROJECT COSTS**

A Service/Action/Item	B By Whom	C Hours or quantity	D Cost per	Total Cost (C x D)	Notes
Professional Services	Architect/TBD	30	\$90.00	\$2,700.00	Project oversight
Roofing repair and replacement	Roofing contractor/TBD	1	\$50,630.00	\$50,630.00	See Hahnel Bros. estimate for details
Site Clean up	Volunteers	80	\$10.35	\$828.00	
Project sign	Topsham Town staff	1	\$200.00	\$200.00	Required signage
Administrative Oversight	Planning Director	5	\$45.57	\$227.85	Topsham staff
Administrative Oversight	Assistant Planner	30	\$37.55	\$1126.50	Topsham staff
Administrative Oversight	Accounting	4	\$39.12	\$156.48	Topsham staff
Administrative Oversight	Administrative assistant	5	\$33.69	\$168.45	Topsham staff
TOTAL				\$56,037.28	

Project Funding

In the table below indicate how the project will be paid for, including both non-federal match and the requested grant funds.

Service/Action/Item	Duty	Source	Kind	Amount	Notes
Administrative Oversight	Planning Director	Town	In-kind labor	\$227.85	
Administrative Oversight	Assistant Planner	Town	In-kind labor	\$1,126.50	
Administrative Oversight	Accounting	Town	In-kind labor	\$156.48	
Administrative Oversight	Administrative assistant	Town	In-kind labor	\$168.45	
Oversight and Cleaning up site	Sagadahoc Agricultural Society	Volunteers	In-kind labor	\$828.00	
Professional services	TBD/Architect	Consultant	Cash match	\$2,700.00	
Project sign	Town of Topsham	Town	Cash match	\$200.00	Required signage
Cash match	Sagadahoc Agricultural Society	Sagadahoc Agricultural Society	Cash match	\$28,535.00	
Grant	Historic Preservation Funding	Federal	Grant	\$24,995.00	
Total					

MATCH SUMMARY

Total in-kind: \$1,679.28
 Total Donation \$0.00
 Total Cash \$28,535.00
 Total Volunteer \$828.00
 Total Match \$31,042.28

GRANT SUMMARY

Total Grant Request: \$24,995.00

APPLICATION FORM

Certified Local Government Grants, 2018

In making this application for Federal assistance under the provisions of the National Historic Preservation Act of 1966, I hereby acknowledge my familiarity with the requirements listed in the *Maine Historic Preservation Commission Grants Manual*. I agree that should I receive the Federal assistance herein requested, I will carry out the project according to Federal and State requirements. I certify that I am authorized to submit this application.

Signature Date

Carolyn Eyerman, AICP/Assistant Planner

Name & Title (Typed or Printed)

Applicant Organization

In Witness Thereof

Notary Public

Reminder: The federal Assurances – Non-construction 424B and Construction Programs 424-D forms must accompany this application when it is mailed to the Commission.

CERTIFICATION (if principal personnel are not yet selected [i.e., consultants]):

This is to certify that the applicant understands that, if funded, this project will be directed by personnel meeting the minimum professional credentials for the relevant disciplines stipulated in 36 CFR Part 61.

Signature Date

APPLICATION CHECKLIST

Certified Local Government Grants, 2018

APPLICANT MUST INITIAL EACH BULLET POINT TO ACKNOWLEDGE THAT THEY HAVE READ THESE INSTRUCTIONS OR REMINDERS. RETURN THIS PAGE WITH THE APPLICATION.

1. Project expenses incurred before the execution of a contract between the Applicant and the State are not reimbursable and cannot be used for match. CE (initials)
2. Consultants or contractors cannot be hired before the grant has been awarded. Once the grant has been awarded by our office, the procurement of services form must be filled out for any consultant or contractor. This form requires that three consultants or contractors are invited to submit proposals for a project. If only one party responds, the Applicant must show that they contacted at least two other parties. CE (initials)
3. All project expenses must be thoroughly accounted for in the application. For example, you must break down the cost estimate into pay per hour for each party involved and outline exactly what tasks they will be doing. If estimates are available from contractors, include copies with the application. Please include administrative time in the grant application. CE (initials)
4. Check the math. The 60/40 federal/local match must be correct on the applications. For a \$10,000 project, a request for \$6,000 federal share requires a minimum of \$4,000 in local match. CE (initials)
5. Regarding local match, CDBG funds are the only federal funds which may be used in combination with HPF funds. CE (initials)
6. Has the applicant signed all signature lines on the grant applications? CE (initials)
7. The applicant must designate one person to be the point of contact with our office. We require that grant products be sent directly to us from the local point of contact, not from the consultants who prepared them. CE (initials)
8. If applicable, has the town's historic preservation commission been consulted regarding this grant application? CE (initials)
9. Publicity. There is a special paragraph which MUST be used in all authorized publications and other forms of publicity connected with projects that receive federal grants. The paragraph begins: "This publication has been financed in part with Federal funds from the National Park Service...." CE (initials)
10. Grant Orientation Meeting. For certain grant projects, our office may require a meeting to confirm the budget and the timetable for completion, and discuss procurement requirements and reimbursement procedures. CE (initials)

ASSURANCES – CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capabilities (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) which, prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 424D (Rev. 7-97)

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a and 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuming compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1966 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Assistant Planner
APPLICANT ORGANIZATION Topsham, Maine	DATE SUBMITTED

The National Park Service's
State, Tribal, and Local Plans & Grants
Environmental Screening Worksheet

This worksheet should be completed as fully as possible and returned to the Maine Historic Preservation Commission. It will then be signed by the SHPO/THPO office funding the project work and forwarded to the National Park Service for final review. The Categorical Exclusion Form (if applicable) will be reviewed and signed by the National Park Service.

A. PROJECT INFORMATION

Project Name: **New Roof for the Grandstand at the Sagadahoc Agricultural Society Fairgrounds**

Grant Number: Click here to enter text.

Program Area:

- Development Covenant National Register
- Planning Survey Review & Compliance
- Administrative Tax Incentive Certified Local Government
- Other(specify): Click here to enter text.

Project Address: 32 Community Way

Project Originator/Coordinator: Carolyn Eyerman, AICP

Subgrantee/Owner: Sagadahoc Agricultural Society

National Register Status: YES

B. PROJECT DESCRIPTION/LOCATION [To begin the statutory compliance file, attach to this form, maps, site visit notes, agency consultation, data, reports, categorical exclusion form (if applicable), or other relevant materials.]

The Grandstand is located within the Topsham Fairgrounds which is off Elm Street. The address is 32 Community Way in Topsham, Maine. Attached is a photo of the grandstand and a map of its location.

Background Information is attached (if applicable) Yes No

C. SECTION 106 REVIEW

Are historic resources affected (if yes must complete a Section 106 Review): Yes No

Define your Area of Potential Effect (APE): [Click here to enter text.](#)

Have all required tribal/public notification consultation steps been completed: Yes No

Section 106 maps & photographs are attached: Yes No

Section 106 Effects Determination: No Effect No Adverse Effect Adverse Effect

If an Adverse Effect determination has been reached you must contact the National Park Service AND no CE can be taken. Additionally, review Section E, Mandatory Criteria, if your project falls into any of these listed issues based on the above project information your project cannot claim an exclusion you must notify the National Park Service immediately to determine your next steps. For all other projects proceed with the Environmental Screening Form to determine IF a categorical exclusion can be taken.

D. RESOURCE EFFECTS TO CONSIDER

Consider the context, duration and intensity of effects on resources.

Are any measurable impacts possible on the following physical, natural or cultural resources?

Yes? No? Data Needed to Determine?

- | | Yes? | No? | Data Needed to Determine? |
|--|------------------------------|--|--------------------------------------|
| 1. Geological resources – soils, bedrock, streambeds, etc. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 2. Air quality | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 3. Soundscapes | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 4. Water quality or quantity | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 5. Streamflow characteristics | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 6. Marine or estuarine resources | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 7. Floodplains or wetlands | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 8. Land use, including occupancy, income, type of use | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 9. Rare or unusual vegetation, old growth timber, riparian | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 10. Species of special concern (plant/animal/state or Federal listed or proposed for listing) or habitat | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 11. Unique ecosystems, biosphere reserves, World Heritage | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 12. Unique or important wildlife or wildlife habitat | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 13. Unique or important fish or fish habitat | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 14. Introduction/promotion of non-native species | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 15. Recreation resources, including supply, demand, visitation, activities, etc. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 16. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 17. Minority and low-income populations, ethnography, size, migration patterns, etc. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 18. Energy resources | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 19. Other agency, or tribal, land use plans or policies | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |
| 20. Resource, including energy, conservation potential | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Data Needed |

E. MANDATORY CRITERIA: If implemented, would the proposal?

1. Have material adverse effects on public health or safety? Yes No Data Needed
2. Have adverse effects on such unique characteristics as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; or ecologically significant or critical areas, including those listed on the National Register or Natural Landmarks? Yes No Data Needed
3. Have highly controversial environmental effects? Yes No Data Needed
4. Have highly uncertain and potentially negative environmental effects or involve unique or unknown environmental risks? Yes No Data Needed
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects? Yes No Data Needed
6. Be directly related to other actions with individually insignificant, but cumulatively significant, environmental effects? Yes No Data Needed
7. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places? Yes No Data Needed
8. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species? Yes No Data Needed
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment? Yes No Data Needed
10. Have a disproportionate, significant adverse effect on low income or minority populations (EO 12898)? Yes No Data Needed
11. Limit access to and ceremonial use of Indian sacred sites by Indian religious practitioners or adversely affect the physical integrity of such sacred sites (EO 13007)? Yes No Data Needed
12. Contribute to the introduction, continued existence, or spread of federally listed noxious weeds (Federal Noxious Weed Control Act). Contribute to the introduction, continued existence, or spread of non- native invasive species or actions that may promote the introduction, growth or expansion of the range of nonnative invasive species (EO 13112)? Yes No Data Needed

*****If you check "YES" to any of the above listed criteria you cannot claim a CE and must complete either an EA or EIS for your project to proceed. Please notify the National Park Service immediately to determine your next steps.**

Please answer the following questions:

1. Are the personnel preparing this form familiar with the site, and/or has a site visit been conducted? (Attach additional pages noting when site visit took place, staff attending, etc.)
I, Carolyn Eyerman, AICP/Assistant Planner, for the Town of Topsham have visited the site many times and am familiar with the resource.

SHPO/THPO SIGNATORY

Based on the environmental impact information contained in the statutory compliance file and in this environmental screening form, environmental documentation for the subject project is complete.

Recommended Action: Choose an item.

Approved:

SHPO/THPO _____

Date [Click here to enter a date.](#)

Type Name: [Click here to enter text.](#)

Categorical Exclusion Form

State or Tribal Historic Preservation Office: Click here to enter text.

NPS Grant Number: Click here to enter text.

Project Name, Address, and Grant Number: Click here to enter text.

Provide the category used to exclude action from further NEPA analysis: Choose an item.

Describe any public or agency involvement effort conducted (reference the attached ESF): Click here to enter text.

On the basis of the environmental impact information in the statutory compliance file, with which I am familiar, I am categorically excluding the described project from further NEPA analysis. No exceptional circumstances (i.e., all boxes in the ESF are marked "no") or conditions in section 3-6 apply, and the action is fully described in section 3-4 of DO-12.

Megan J. Brown

Date

Chief, State, Tribal, and Local

Plans & Grants Division

Required Attachment:

Signed Environmental Screening Worksheet

Board of Selectmen Meeting

For the date of: 03/01/2018

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 18-13

(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 in the appointment of William Greenwood to the Tree Committee and Shana Stewart Deeds to the Conservation Commission.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager **Date:** 02/15/2018

Board of Selectmen Meeting

For the date of: 03/01/2017

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 18-14

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

Brief Title of consent or Agenda Item: Consideration and any appropriate action to enter into executive session to deliberate over an abatement pursuant to 36 M.R.S.A § 841 and Title 1 405 6 (F)

Brief Description of Consent or Agenda Item:

Submitted by: Linda Dumont, Town Clerk/GA Coordinator

Date: 02-20-2018

Board of Selectmen Meeting

For the date of: 03/01/2017

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 18-15

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

Brief Title of consent or Agenda Item: Consideration and any appropriate action to enter into executive session to deliberate over an abatement pursuant to 36 M.R.S.A § 841 and Title 1 405 6 (F)

Brief Description of Consent or Agenda Item:

Submitted by: Linda Dumont, Town Clerk/GA Coordinator **Date:** 02-20-2018