

**6:30PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
March 5, 2020**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

Community Center Committee Update, Co-Chair Leslie Byrne

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

Public Hearing –

20-14-Consideration and any appropriate action on posting the following roads from March 9, 2019 to April 30, 2019 or sooner if conditions allow. Winter Street/River Road from Main St to Whitehouse Crossing Rd, Whitehouse Crossing Rd, Cathance Rd, Meadow Cross Rd, Ward Rd, West Merrill Rd, Robert's Hill Rd, Foreside Rd from Townsend Way to the Middlesex Rd, Village Drive from Route 196 to Mountain Rd.

Unfinished Business –

Old Business –

New Business –

20-15- Consideration and any appropriate action on approval of the RFP for needs assessment for the Community Center Committee.

Executive Session-

20-16- Consideration and any appropriate action to enter into pursuant to 36 M.R.S.A. § Title I 405 (6) (F) to discuss tax acquired property.

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: 03/05/2020

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: 20-14

(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 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 Merrill Road
Robert's Hill Road
Foreside Road from Townsend way to the Middlesex Road
Village Drive from Route 196 to Mountain Road

Brief Description of Consent or Agenda Item: Request the Selectmen to approve "Posting Weight Restrictions on certain Town roads because of Spring time warming temperatures.

Submitted by: Dennis Cox, Public Works Director

Date: 02-21-2020



TOPHAM PUBLIC WORKS
100 MAIN STREET / 10 MAINTENANCE WAY
TOPSHAM, ME 04086
207-725-1728 / FAX 207-725-1739



To: Derek Scrapchansky
From: Dennis Cox
Subject: Road Posting
Date: February 20, 2020

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

Forside Road from Townsend Way to the Middlesex Road

Village Drive from Route 196 to Mountain Road

The road posting would be effective March 9, 2020 to April 30, 2020 or sooner if conditions allow. In my tenure, I have removed these postings before April 30th, because conditions have always improved and warranted this.

TRAFFIC AND MOTOR VEHICLES

Sec. 18-42. Closing roads to travel of certain trucks

- (a) No vehicles registered for a gross weight in excess of twenty-three thousand (23,000) pounds, except exempt vehicles as provided for below, shall be operated on the roads and streets of the Town after a road or street has been closed to heavy vehicles during any period of time from November fifteenth to June first. The Road Commissioner will submit to the Board of Selectmen a list of roads recommended for closing to heavy weights. The list will be posted for public notice at least 7 days in advance of a public meeting where the Selectmen will act to accept, amend or reject the list submitted by the Road Commissioner. The Selectmen may also authorize roads to be closed by the Road Commissioner on an emergency basis. Such emergency closing will be limited to no more than the minimum time needed for the next soonest regular Selectmen's meeting. The Selectmen may identify roads that will not be subject to closing to heavy weights unless subsequently approved by the Board for such closing. Any change in placing a road to be closed for heavy weights will be noticed in the same manner as the original meeting.
- (b) Notice of closing of a road or street to heavy vehicles shall be given by erecting at each end of the closed road or street a poster indicating the following.
- (1) The date of the posting;
 - (2) A description of the street or road closed;
 - (3) The name, business address and telephone number of the Road Commissioner for the Town.
- (c) The following vehicles are exempt from this section:
- (1) Any vehicle or combination of vehicles registered for a gross weight of twenty three thousand (23,000) pounds or less.
 - (2) Any vehicle or combination of vehicles registered for a gross weight in excess of twenty-three thousand (23,000) pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle. It

shall be a defense to alleged violation of this subsection if the combined actual weights of any vehicle or combination of vehicles are registered for a gross weight in excess of twenty-three thousand (23,000) pounds and its load is in fact less than twenty-three thousand (23,000) pounds.

- (3) Any vehicle of the Topsham Water District or Brunswick Sewer District while engaged in emergency maintenance.
 - (4) Town of Topsham vehicles.
 - (5) When operating a vehicle under an exemption certificate carrying a partial load with a weight equal to or less than indicated on the exemption certificate, the vehicle operator shall have in the vehicle delivery slips or bills of lading documenting the entire amount or weight of the commodities being transported. The vehicle operator shall present the delivery slips, bills of lading and exemption certificate to any law enforcement officer upon Any vehicle delivering home heating fuel and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit request.
 - (6) Any vehicle delivering any home heating fuel milk, feed, groceries and trash and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit.
- (d) Any vehicle operating without a town permit shall proceed to the nearest operating public scale when directed by a law enforcement officer for weighing. Failure to proceed as directed shall be a violation of 29 M.R.S.A. § 1805 and this section. Any and all costs associated with this paragraph will be the responsibility of the owner/operator of the vehicle being weighed.
- (e) The Board of Selectmen may develop a permit system for which permits will be issued for travel on posted roads when deemed suited for travel for vehicles over twenty-three

thousand (23,000) pounds. This system shall be established and described at the time of the meeting to identify those roads to be posted as described in paragraph a above.

- (f) The Board of Selectmen may authorize the Road Commissioner to revoke the exemption certificate of any vehicle found to be operating with axle or gross weights in excess of those shown on the Permit.

- (g) Upon approval by the Board of Selectmen, submission of a bond for damages may be accepted to allow for vehicles owned by or operated on behalf of the bondholder to travel over roads posted for weight restrictions.

Town of Topsham Public Works Department

PERMIT TO OPERATE ON A POSTED WAY

(For Office Use Only)

Application No. _____

2020

Your application to operate on a Town of Topsham posted road has been approved as follows:

Applicant:

Address:

Telephone:

FAX:

Type Vehicle:

Destination of Vehicle:

Name of Posted Way(s):

Est. Total No. of Trips:

Date(s) for Permit:

The above request is hereby approved subject to the following conditions:

1. There has been no rain for at least 24 hours prior to the hauling time.
2. Delivery takes place first thing in the morning and all loaded trucks are off the posted road by 9 am. (unless the road remains solidly frozen, which means the air temperature stays less than 32°F and no water is showing in the cracks of the road - both conditions must be met).
3. Air temperature in the night time hours before the haul date is below 32°F for 5 hours.
4. Trucks operate at reduced speed over posted road (10 MPH below speed limit).
5. If the weather is not appropriate on the proposed haul date the hauling must not take place.

Regardless of this permit, any user of a posted town road who damages the roadway is responsible for the full cost to repair the damage as determined by the Public Works Director.

_____ Date:

Dennis Cox, Public Works Director/Road Commissioner
cc: Chris Lewis, Police Chief

Board of Selectmen Meeting

For the date of: 03/05/2020

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: 20-15

(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 on approval on the RFP on needs assessment for the Community Center Committee.

Brief Description of Consent or Agenda Item:

Submitted by: Andrew Deci, Assistant Planner

Date: 02-18-2020

REQUEST FOR PROPOSALS
COMMUNITY CENTER NEEDS ASSESSMENT



Due 7/15/2017

No later than 3:00pm.

DELIVER TO:

Town of Topsham
100 Main Street
Topsham, ME 04086
ATTN: Andrew Deci, Assistant Town Planner

adeci@topshammaine.com <http://www.topshammaine.com/>

General

The Town of Topsham, Maine (hereafter referred to as the TOWN) is seeking the services of a multi-disciplinary consulting firm or team (hereafter referred to as the CONSULTANT) licensed in the State of Maine and lawfully engaged its field, to complete a Community Center Needs Assessment. Interested parties should respond to this Request for Proposals (RFP) on or before the time due for submission.

Following the receipt of the proposals, the committee will evaluate the submissions and select no more than three (3) CONSULTANTS for further consideration.

Emphasis in selecting a CONSULTANT will be placed on the CONSULTANT's experience in analysis and studies similar to those that the Town anticipates completing.

PROPOSAL SUBMISSION

Proposals must be received no later than 3:00 p.m., March _____, 2020 to be eligible for consideration by the TOWN. Five (5) hard copies and one (1) electronic copy of proposals must be submitted to Andrew Deci, Assistant Town Planner, Topsham Town Hall, 100 Main Street, Topsham, Maine, 04086. Each proposal shall be submitted in a sealed envelope that is clearly marked "Request for Proposals—Topsham Community Center Needs Assessment".

GUIDELINES FOR PROSPECTIVE CONSULTANT

It is the policy of the TOWN that contracts will be awarded only to a responsible CONSULTANT. In order to qualify as responsible, a prospective CONSULTANT must meet the following standards as they relate to this request:

1. Have the adequate resources and capacity for performance or have the ability to obtain such resources as required during performance;
2. Have the necessary experience, organization, technical and professional qualifications, skills, and facilities;
3. Be able to comply with the proposed or required time of completion or performance schedule; and,
4. Have a satisfactory record or performance and documented successful completion of similar projects.

SELECTION PROCESS AND AWARD OF CONTRACT

Following the receipt of the proposals, a selection committee will evaluate the submissions and select no more than three (3) CONSULTANTS for further consideration. This evaluation procedure may be supplemented with an interview of the CONSULTANTS being considered, as well as reference checks.

All candidates that have submitted proposals that will no longer be considered will be notified of the TOWN's decision by email. Each top-rated CONSULTANT shall also be notified.

Any contract entered into by the TOWN shall be in response to a CONSULTANT's proposal and subsequent discussions and negotiations. The award shall be based on the TOWN being satisfied that the CONSULTANT has possession of adequate financial resources for performance, or ability to obtain such resources; possession of the necessary experience, organization, technical and professional qualifications, skills and facilities; ability to comply with the proposed or required time of completion or performance; possession of a satisfactory record of performance; and cost of the project. The resulting contract shall be a firm, fixed price.

The contract will consist of this RFP and any amendments thereto, as well as the CONSULTANT's proposal as amended after negotiations and agreement by the TOWN of its terms, subject to appropriation of funds by the Topsham Board of Selectmen.

LIMITATIONS

This RFP does not commit the TOWN to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.

The TOWN reserves the right to accept or reject any or all submissions or proposals received as a result of this request, or to cancel in part or its entirety this RFP, if in the best interest of the TOWN.

REVISIONS TO THE REQUEST FOR PROPOSALS

Any question or inquiries about this RFP must be submitted in writing and must be received by the Planning Department no later than seven (7) calendar days before the deadline for submission of proposals in order to be considered. Any changes to this RFP or requirements for the submission of the proposals will be provided on the Town's website.

PROPOSAL PREPARATION

In order to facilitate the evaluation of the proposals, the CONSULTANT is instructed to follow the outline below. Proposals that do not follow the outline, or do not contain the required information, may be considered as incomplete and may not be considered. Additional and more detailed information may be supplemented to the main body of the proposal.

1. CONSULTANT background materials
Information concerning the background, education, certifications, experience, and reputation of the CONSULTANT is considered pertinent. If CONSULTANT anticipates using subcontractors as part of a team approach to supply some of the expertise necessary to complete the project, the same information should be supplied for them.

2. Ability to perform
Previous work on similar projects—the CONSULTANT will demonstrate its understanding with projects of this type or existing similar work. The CONSULTANT shall list all engagements of

comparable type and/or size which it has successfully completed within the last five (5) years and shall provide copies of any relevant final reports or studies from a minimum of two such projects.

3. Individuals assigned and back-up capacity
Include the resumes of individuals who will be assigned to the project.
4. Staff project manager – contact person
Identify the staff project manager and provide that person’s resume. Information about other multi-disciplinary team efforts that the staff project manager has led, including the use of subcontractors, should be included.
5. CONSULTANT’s experience
The CONSULTANT shall provide a list of previous and current contracts which are considered identical or substantially similar to the scope of services discussed herein.
6. Technical project approach
Each CONSULTANT will provide a narrative indicating its proposed technical and multi-disciplinary approach with a project timetable for the project overview and scope of services described herein.
7. Price
CONSULTANT shall provide a firm, fixed price.

PROJECT OVERVIEW

The Town of Topsham has limited recreational, social, and community spaces. As part of a community visioning process associated with the development of the 2019 Comprehensive Plan, the community expressed an interest in establishing a multi-generational community center. In late 2019, the Board of Selectmen established an ad-hoc committee to understand the community’s needs and desires for a community center.

The Community Center Committee has established a mission statement to guide its activities:

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.

The issuance of this RFP and the subsequent selection of a CONSULTANT is the first phase of the Committee’s work. The intention is for the outcomes of this initial phase to be shared with the public and the Board of Selectmen; further phases of work, such as a feasibility study or siting selection process, will follow if supported by the community.

SCOPE OF SERVICES

The selected consultant will be required to prepare a comprehensive needs assessment for the proposed Center. The study should include the following components:

- A. Research and Market Analysis:
 - 1. Evaluate current social and recreational facilities and programming in-and-around the Topsham community.
 - 2. Evaluate community and resident's needs and preferences relative to the programs and associated amenities of a proposed Center.
 - 3. Assess partnership opportunities, including the identification of collaborative partners in the public, private and not-for-profit sectors and how such partnerships and program synergies/coordination and asset sharing may impact the funding, spatial needs, and operations of a Center.
- B. Public Outreach & Community Engagement - The selected consultant shall engage the community and conduct necessary research and analysis to identify and evaluate community need/desire for a Center. Engagement is to include, but not be limited to a community survey, review of existing plans, and key stakeholder interviews. Recommendations for this public outreach and engagement component should be included in the response to this RFP.
- C. Based on the needs identified through market research and community engagement, determine not less than three scenarios of facility and program scope, size, features and amenities. Estimate/range of the total project cost for each scoping option, to include hard and soft costs, financing, site preparation, demolition, long-term maintenance, etc.
- D. A final report to the Town, including a joint work session with the Topsham Board of Selectmen and the Community Center Committee.

CONSULTANT QUALIFICATIONS

The selected consultant or team of consultants will have no less than five (5) years of experience, and demonstrate expertise in the areas of recreation management, senior and/or community center programming, community center design, recreation facility needs and use assessments, and public outreach and engagement.

PROJECT TIMELINE

It is anticipated that the services under this proposed contract would begin in April 2020 and be completed by December 2020.

SELECTION CRITERIA

The following criteria will be used to evaluate each proposal. Incomplete submissions will be considered non-responsive.

- Understanding of the project
- Experience and capabilities of the CONSULTANT/CONSULTANT team
- Experience of supervisory/lead personnel
- Proposed approach
- Capacity to perform work on-time
- Successful completion of similar scopes of work
- References
- Clarity of statement
- Price

It is the intent of the TOWN to review proposals within two weeks of receipt and, if necessary, conduct interviews. The Town of Topsham reserves the right to request additional information following a review of the initial submission.

General questions regarding this RFP may be addressed to:

Andrew Deci
Assistant Town Planner
Town of Topsham, Maine
100 Main Street
Topsham, ME 04086
adeci@topshammaine.com

Board of Selectmen Meeting

For the date of: 03/05/2019

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
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Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 20-16

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action on entering into Executive Session pursuant to 36 M.R.S.A. § Title 1 405 (6) (F) to discuss tax acquired property.

Brief Description of Consent or Agenda Item:

Submitted by: Derek Scrapchansky, Town Manager

Date: 02-18-2020