

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
HELD VIA ZOOM FROM INDIVIDUAL RESIDENCES  
OCTOBER 1, 2020 – 6:30 P.M.

---

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

MEMBER(S) ABSENT: All present

STAFF PRESENT: Derek Scrapchansky, Town Manager; Rod Melanson, Town Planner; Andrew Deci, Assistant Town Planner; Dennis Cox, Public Works Director; Linda Dumont, Town Clerk; and Pam LeDuc, Parks and Recreation Director

A meeting of the Topsham Board of Selectmen was held on Thursday, October 1, 2020, with individuals joining the meeting from their residences via Zoom. Chairman Douglass called the meeting to order at 6:34 p.m.

**PLEDGE OF ALLEGIANCE/ROLL CALL**

Everyone was invited to stand and recite the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all Selectmen were present, except for Selectman Lyons who was expected to join the meeting in progress.

**TOWN MANAGER'S REPORT**

Good Evening,

The Clerk's office is accepting applications for absentee ballot requests. They are available by phone, mail, in-person, or online. The Clerk's office will begin mailing out the ballots on Oct 6th. As a reminder, the November 3rd election will be held at the new Mt. Ararat High School gymnasium. Polls will be open on November 3rd from 7am to 8pm.

The Town is accepting bids for two tax acquired properties. Bids are due no later than 3pm on Tuesday, October 13, 2020. Information is available on the Town's website.

The Town is also accepting applications for the positions of Finance Director, Assistant Tax Collector, and Public Works Foreman. Information is also available to the Town's website.

Thank you and have a good night.

Derek Scrapchansky, Town Manager

**BOARD AND COMMITTEE REPORTS AND UPDATES** – None noted.

**CORRESPONDENCE:** (The meeting agenda included the following) If you have any comments/questions on an agenda topic, email them to [info@topshammaine.com](mailto:info@topshammaine.com) by Tuesday, the week of the meeting. Please include your full name and address in the email. Emails will be reviewed and addressed during the meeting which will be televised on Channel 3.

**ADJUSTMENTS TO THE AGENDA** – Chairman Douglass said at this time we will be taking phone calls for any comments/questions you have on this agenda at 373-5090. We will be asking for your name, address and brief comment/question. There being no callers, the meeting continued.

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

**VOTED**

To add Agenda Item 20-71 **CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPLICATION FOR A NATIONAL GRANT OPPORTUNITY FOR THE CENTER FOR TECH AND CIVIC LIFE**

**CONSENT CALENDAR**

1. Approval of the minutes of the Regular Selectmen's meeting of September 17, 2020.
2. Approval to change the polling place location to the Mt. Ararat High School Gymnasium for the November 3, 2020 General Election.

Approval to open the polls at 7:00 a.m. on November 3, 2020 for the General Election and the Municipal Annual Election.

Approval to open and process absentee ballots on October 27, 28, 29, 30, 31, and November 1 and 2 beginning at 9:00 a.m. and ending at 8:00 p.m., or sooner if completed.

Approval to appoint Linda Dumont as Warden for the State Election.

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

**VOTED**

To approve the Consent Calendar, Items 1 and 2, as written.

**PUBLIC HEARING**

**20-67 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE REVISED GENERAL ASSISTANCE ORDINANCE APPENDIX (A-H)**

The Public Hearing was declared open.

Town Clerk Linda Dumont spoke to this item saying the Board is requested annually to approve the State General Assistance figures. Copies of the adjusted figures covering the term from July 1, 2020 to June 30, 2021, were included in the Board package for review.

The Public Hearing was open to receive comments from members of the public. There were no comments to be heard. The Public Hearing was declared closed.

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

**VOTED**

To approve the revised General Assistance Ordinance Appendix as presented.

**UNFINISHED BUSINESS** – None noted.

**NEW BUSINESS**

**20-68 CONSIDERATION AND ANY APROPRITE ACTION TO AWARD WRIGHT-PIERCE ENGINEERS THE CONTRACT FOR ENGINEERING SERVICES FOR DESIGN, PERMITTING, CONSTRUCTION BIDDING AND CONSTRUCTION OVERSIGHT FOR THE ELM STREET CULVERT REPLACEMENT PROJECT**

Public Works Director Dennis Cox spoke to this item. Memo dated September 23, 2020 is in file from the Town Manager to the Select Board stating that the Department of Public Works is asking for authorization to award the contractual services for the Elm Street Culvert Replacement Project to Wright-Pierce Engineers for a contracted amount not to exceed \$78,500. This was budgeted for in the 2019/2020 CIP Line Item. Wright-Pierce's total proposed cost came in at \$73,363 and a 5% +/- contingency has been added. As part of the 2019/2020 capital improvement-planning budget, the Town authorized \$122,855 for engineering and permitting for this project.

An RFP was sent out in late August. 9 proposals were received and 5 of them followed up on. The review team, consisting of the Planning Office, Department of Public Works and the Peer Reviewer, agreed that the Wright-Pierce proposal best addressed the needs of the project. It is

anticipated that we will have cost estimates for construction by January 2021 to inform the FY 2022 budget. It was noted that the project will have another bid process for construction services that are anticipated for spring/summer of 2021 after Town Meeting authorization.

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

**VOTED**

To award the contract for Engineering Services for design, permitting, construction bidding and construction oversight for the Elm Street Culvert Replacement Project to Wright-Pierce Engineers with the cost not to exceed \$78,500.

**20-69 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPOINTMENTS TO THE ENERGY COMMITTEE**

Chairman Douglass noted that 3 interviews were scheduled for this evening for appointment to the Energy Committee. He said, after the agenda was posted, 4 more individuals submitted applications. Therefore, motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously (of those present)

**VOTED**

To table Item 20-69 to the October 25, 2020 Board of Selectmen meeting.

**20-70 CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT THE BID TO PURCHASE AND INSTALL A NEW ULTRA NEXXUS TV SERVER**

This item was before the Board at the September 3, 2020 meeting. A packet of information was in the Board package from Connectivity Point for the Boards review. Parks and Recreation Director Pam LeDuc asked the Board to waive the bid process for the purchase of a new Ultra Nexxus TV Server from Connectivity Point saying Connectivity has served the Town since 2007 and is very helpful and responsive. She said the Ultra Nexxus System works within our current camera, audio and broadcast system and the Leightronix Company has stood by us through our issues, loaning us 2 machines at no cost to make our broadcasts and slide shows continue to happen, even during the COVID outbreak. Ms. LeDuc said that Connectivity Point was the only vendor for Leightronix machines in Maine. Cost for the proposal is \$14,032.

Selectman Nixon disagreed that Connectivity Point was the only vendor for Leightronix machines in Maine. He said Portland Headlight and Audio also offers Leightronix and suggested that an RFP be sent to them. Therefore, motion was made, seconded and so voted to not waive the bid process and to seek a quote from Portland Headlight and Audio.

Ms. LeDuc said she called the Leightronix office in Chicago and learned that there was another company that could provide the server to us. Ms. LeDuc said, considering the patience and

gratitude given the Town from Connectivity Point over the years and the fact that the equipment came in at the same cost from both companies, she recommended accepting the bid from Connectivity. She noted the installation cost was reasonable at \$1,092.

(Selectman Lyons joined the meeting at this point.)

Selectman Nixon said, as both firms quoted that same price, he had no concerns and thanked Ms. LeDuc for doing the research.

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

**VOTED**

To accept the bid in the amount of \$14,032 installed, from Connectivity Point, for a new Ultra Nexxus TV Server with the installation cost of \$1,092.

(The vote was 4 in favor with 1 abstention [Selectman Lyons]).

**20-71 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPLICATION FOR A NATIONAL GRANT OPPORTUNITY FOR THE CENTER FOR TECH AND CIVIC LIFE**

Town Clerk Dumont said she received information about a COVID-19 Response Grant to assist election officials in the upcoming election. Because it came in so quickly, with a deadline of today, she submitted an application. Ms. Dumont said she is asking the Board to approve the submission and acceptance of the \$5,000 grant, if the Town receives it. No cost to the Town is involved.

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

**VOTED**

That we allow the Town Clerk to apply for and to accept the grant in the amount of \$5,000.

**EXECUTIVE SESSION** – None noted.

**ADJOURNMENT**

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

**VOTED**

To adjourn the meeting at 7:00 p.m.

Respectfully submitted,

---

Patty Williams, Recording Secretary