

**5:30PM Interviews for Boards/Committees  
6:30PM Board of Selectmen Meeting  
Virtual Meeting (TV Ch. 3)  
October 15, 2020**

**Pledge of Allegiance –**

**Roll Call of Board Members –**

**Town Manager's Report –**

**Board and Committee Reports and Updates-**

- Update on Halloween Activities- Pam LeDuc, Parks & Recreation Department
- Update TDI/ECD- John Shattuck, Topsham Economic and Community Development, Inc. Director
- Update on Planning Board designated seat on TDI Board- Mark Waltz, Assistant Town Manager

**Correspondence –** 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 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 –** At this time we will be taking phone calls for any comments/question you have on this agenda at 373-5090. We will be asking for you name, address and brief comment/question.

**Consent Calendar –**

1. Approval of the minutes of the Regular Selectmen meeting October 1, 2020.

**Public Hearing –**

**20-72-** Consideration and any appropriate action on the Public Hearing to discuss acceptance of an Economic Development Program CDBG Grant, as approved at the 2020 Town Meeting on July 29, 2020.

**Unfinished Business –**

**Old Business –**

**New Business –**

**20-73-** Consideration and any appropriate action on the Selectmen's approval and adoption of the below Project Development Phase documents in connection with the Economic development Program CDBG Grant to the Town, on behalf of Wicked Joe, LLC.

**20-74-** Consideration and any appropriate action on addressing issues/complaints on the Topsham Firing Range.

**20-75-** Consideration and any appropriate action to award the bid for tax-acquired properties located at 55 Monroe Lane and 88 Monroe Lane.

**20-76-** Consideration and any appropriate action on the appointments to the Energy Committee.

**Executive Session-**

**20-77-** Consideration and any appropriate action to enter into Executive session pursuant to 36 M.R.S.A. § Title 1 405 (6) (F) to discuss tax acquired properties.

**20-78-** Consideration and any appropriate action to enter into Executive session pursuant to 36 M.R.S.A. § Title 1 405 (6) (F) to discuss tax acquired properties.

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



## Memorandum

**To:** Town Manager Scrapchansky

**From:** Asst. Town Manager Waltz

**Re:** Planning Board Seat on TDI

**Date:** October 7, 2020

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Since 2003, Topsham Development Inc.'s ("TDI") bylaws have included a designated voting seat on TDI's board of directors for a representative from the planning board. Concerns have been brought to our attention that this dedicated planning board seat on TDI's board might create a structural incompatibility or a conflict of interest which could pose a potential avenue to challenge a planning board decision.

The planning board member on the TDI board requested a leave of absence while the issue could be reviewed. We sought the opinion of our town attorney. Our town attorney's opinion is as follows:

1. It is not "structurally incompatible" to have a planning board member on TDI. Structural incompatibilities are very limited – to situations where two positions can never be held by the same person. An example might be a planning board member sitting on the zoning board of appeals.
2. While there is not a structural incompatibility, in order to avoid conflict of interest issues, if a project is expected to come before the planning board, the planning board member should recuse himself/herself from TDI proceedings which will take a position the project. Alternatively, the planning board member could participate in TDI's proceedings, but would have to recuse himself/herself from the planning board proceeding involving the project.

In sum, so long as the recusal process is religiously followed, it is permissible to have a designated board of director's seat on TDI for a planning board member. But, even if appropriate, repeated recusals can undermine the overlapping board member's ability to fully discharge his or her participatory responsibilities and fiduciary duties to each board. More importantly, we also recognize that the distinctly different responsibilities of the two boards gives rise a public perception of conflict between these roles. From a staff perspective, we want to ensure generally that our committee appointments do not create an inherent appearance of conflict. Additionally, we would like to avoid situations where failure of the planning board member to recuse himself/herself from TDI action on a proposed project forces a recusal of the member from the planning board proceedings.

It is our recommendation that TDI's board be requested to review whether it believes the benefits of having a designated planning board seat on its board of directors outweigh the drawbacks of that member having to recuse himself/herself in TDI's discussion of projects which are expected to come before the planning board.

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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 October 1, 2020.

**Brief Description of Consent or Agenda Item:** see attached

**Submitted by** Derek Scrapchansky, Town Manager

**Date:** 09-21-2020

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

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MEMBERS PRESENT: David Douglass  
Marie Brilliant  
Matt Nixon  
Roland Tufts

MEMBER(S) ABSENT: Ruth Lyons

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 TRCH 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 received 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 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,

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Patty Williams, Recording Secretary

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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:** 20-72

(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 a Public Hearing to discuss acceptance of an Economic Development Program CDBG Grant, as approved a the 2020 Town Meeting on July 29, 2020.

**Brief Description of Consent or Agenda Item:** The purpose of the grant is to provide facility improvements, equipment and inventory for Wicked Joe, I.I.C. Public comments will be solicited at this hearing and will be submitted to DECD as part of the Project Development Phase.

**Submitted by:** John Shattuck, TDI/ECD Director

**Date:** 10-08-2020

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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:** 20-73

(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 the Selectmen's approval and adoption of the below Project Development Phase documents in connection with the Economic Development Program CDBG Grant to the Town, on behalf of Wicked Joe, LLC:

- 504-Evaluation transition plan
- Anti-Displacement Relocation Plan
- EEO Statement
- Fair Housing Resolution
- Standards of Conduct.

**Brief Description of Consent or Agenda Item:** Attached

**Submitted by:** John Shattuck, TDI/ECD Director

**Date:** 10-08-2020



TOWN OF TOPSHAM SELECTMEN  
100 Main Street  
Topsham, Maine 04086  
(207) 725-5821  
www.topshammaine.com

October 15, 2020

**Re: 2020 CDBG Economic Development Program Grant – Town of Topsham**

By our vote at the regular meeting of the Topsham Selectmen on October 15, 2020, together with our signatures and the Town Seal, below, we have fully and formally authorized and adopted each and all of the following attached documents:

- 504 evaluation transition plan
- Anti-displacement relocation plan
- EEO statement
- Fair housing resolution
- Standards of conduct

DATE ADOPTED: October 15, 2020

**AUTHORIZED SIGNATURES**

Name David Douglass	Date
Name Roland Tufts	Date
Name Ruth Lyons	Date
Name Marie Brilliant	Date
Name Matthew Nixon	Date

***Municipal Seal***

**SECTION 504 SELF EVALUATION AND TRANSITION PLAN**  
**STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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**TOWN OF TOPSHAM**

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

**Derek Scrapchansky**  
(name)

**Town Manager**  
(title)

**Town of Topsham 100 Maine Street, Topsham ME 04086**  
(address)

**(207) 725-5821**  
(telephone)

**(207) 725-1731**  
(fax)

**dscrapchansky@TopshamMaine.com**  
(e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

*Please see: Topsham Selectmen's adoption statement & signatures 2020-10-15*

**DATE ADOPTED: October 15, 2020**

**AUTHORIZED SIGNATURES**

<b>Name</b>	<b>Date</b>
<b>Name</b>	<b>Date</b>

Municipal Seal

# 1. EMPLOYMENT

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1. Are job announcements put into newspapers that have general circulation?

Yes       No

If No, describe how individuals are made aware of employment opportunities:

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2. Do job announcements state that the municipality is an Equal Opportunity Employer?

Yes       No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

**Not applicable**

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

Yes       No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

Yes       No

If Yes, explain

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

**Accommodations pertaining to areas not critical to performance of the job will be made available to persons otherwise qualified to perform the job.**

## 2. PROGRAM ACCESSIBILITY

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1. Are any of the following services or benefits provided to residents directly by the municipality?

Yes       No

(Please mark an "X" for all services provided by the municipality)

Transportation Services       Counseling Services

Health Services       Employment Services

Public Housing       Food Services

**General**

**Social, Recreational or Athletic Services**

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

Yes       No

If Yes, list the steps to eliminate the limitations:

**Not applicable**

3. Do applications for these services, in any way discriminate against persons with disabilities?

Yes       No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

### Program

### Qualifications

1. **General municipal gov services**

**Available to community residents**

2. **Recreational services**

**Available to community residents and SAD 75 students**

3.

4.

5.

6.

7.

### 3. FACILITIES

**Note:** The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

<u>Facility</u>	<u>Programs or Operations Housed</u>
1. Town Office	Municipal government services
2. Public Safety	Municipal police and fire/rescue departments
3. Public Works	Municipal road and maintenance facilities
4. Solid Waste Facility	Municipal refuse transfer and recycling
5. Recreation fields	Municipal recreation and sports fields
6. Head of Tide Park	Municipal park

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

**COMPLIANCE COMPONENT**

**FACILITIES**

	#1	#2	#3	#4	#5	#6	#7
Accessible Route	1	1	1	1	1	1	
Outside Paths and Walks	1	1	1	1	1	1	
Parking	1	1	1	1	1	1	
Curb Ramps	1	1	3	3	1	1	
Ramps	1	1	3	3	1	1	
Entrances/interior Doors	1	1	3	3	3	3	
Elevators	1	3	3	3	3	3	
Lifts	3	3	3	3	3	3	
Toilet Rooms	1	1	1	1	1	1	
Drinking Fountains	1	3	3	3	1	3	
Warning Signals	1	3	3	3	1	1	
Assembly Areas	1	3	3	3	1	1	
Public Telephones	3	3	3	3	3	3	
Other Building Elements and Specialized Facilities	3	3	3	3	3	3	

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

\* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

**Not applicable**

# RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

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## Town of Topsham

*(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).*

### I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to insure that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

### II. COMPLIANCE MEASURES:

The **Town of Topsham** will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the **Town of Topsham** enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the **Town of Topsham** will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;

- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Topsham** will take all possible actions within its power to minimize the displacement of persons from their homes.

**III. ASSISTANCE TO PERSONS DISPLACED:**

The **Town of Topsham** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency’s process. In addition, City staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

**IV. DEFINITIONS:**

**Displaced Person:** Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

**V. AGENCY RESPONSIBILITY:**

The **Town of Topsham** Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The **Town of Topsham** will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to Derek Scrapchansky, Town Manager.

**VI. CERTIFICATIONS:**

The **Town of Topsham** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

*Please see: Topsham Selectmen's adoption statement & signatures 2020-10-15*

**DATE ADOPTED: October 15, 2020**

<b>Name</b>	<b>Date</b>

# Equal Employment Opportunity Policy Statement

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Select Board of Topsham declare their intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

*Please see: Topsham Selectmen's adoption statement & signatures 2020-10-15*

**DATE ADOPTED: October 15, 2020**

### AUTHORIZED SIGNATURES

<b>Name</b>	<b>Date</b>

Municipal Seal

# FAIR HOUSING RESOLUTION

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**LET IT BE KNOWN TO ALL PERSONS** of the Town of Topsham that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Topsham to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution:

**BE IT RESOLVED** that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

**BE IT FURTHER RESOLVED** that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

**SAID PROGRAM** will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

*Please see: Topsham Selectmen's adoption statement & signatures 2020-10-15*

**DATE ADOPTED: October 15, 2020**

### AUTHORIZED SIGNATURES

<b>Name</b>	<b>Date</b>

Municipal Seal

# STANDARDS OF CONDUCT

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

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### INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

### PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

### AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

### PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

#### 1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

#### 2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

##### a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;

- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

**b) Failing to adhere to contract award requirements by:**

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

**c) Failing to verify contractual and programmatic compliance by contractors by:**

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

**1. Financial Management and Recording Systems**

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
  - 1) A register of cash receipts and disbursements;
  - 2) record of all non-cash transactions;
  - 3) General ledger to show the status of each CDBG account;
  - 4) A fixed account ledger, and
  - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

**4. Cost Allowance**

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.

- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

**5. Program Monitoring**

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

**Please see: Topsham Selectmen's adoption statement & signatures 2020-10-15**

**DATE ADOPTED: October 15, 2020**

**AUTHORIZED SIGNATURES**

<b>Name</b>	<b>Date</b>

Municipal Seal

# ADA/SECTION 504 CERTIFICATION

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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The Town of Topsham hereby certifies that it has complied with the following requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and

1. Conducted a Section 504/ADA Transition Plan and Self Evaluation of all municipal facilities.
2. Advises the public, employees and job applicants that it does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities; and
3. Has designated the following person as the contact to coordinate efforts to comply with these requirements.

Name: Derek Scrapchansky

Title: Town Manager

\_\_\_\_\_  
Signature of Authorized Municipal Official

\_\_\_\_\_  
Date

Municipal Seal



## Step Two: The Community Development Advisory Committee

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Each community receiving Community Development Block Grant (CDBG) funds must form a community development advisory committee (CDAC) to oversee and guide their project through its planning and implementation stages. The committee acts as an arm of the municipality and is formally created and appointed by the community's governing body.

### Roles for the CDAC

The CDAC performs several functions:

- **Project manager** – making sure the project is completed in a satisfactory and timely fashion
- **Selection of consultants and/or contractors** – including developing requests for proposals
- **Compliance with CDBG regulations** – ensuring that all paperwork, drawdowns, quarterly reports and other requirements are met in an accurate and timely fashion. This often includes coordinating and completing Project Development documentation.
- **Community input** – organizing opportunities for the public to be involved in the projects.
- **Public relations** – organizing and publicizing the project and its progress.
- **Handling complaints** – developing and implementing a policy for hearing and resolving complaints about the project. (See the Policy Letter #13 on Handling Complaints following this section)

### Who to appoint

Selecting members of the community to serve on the committee is very important. The community should contain representatives of the various stakeholders in your project, **ESPECIALLY** residents of your target area or individuals who may use the services you will support with CDBG funds. This will help the CDAC structure a program that truly meets the needs of the target group.

### Possible Committee Members (submit actual list with your Project Development package)

Committee Member	Affiliation
Derek Scrapchansky	Town Manager
Rod Melanson	Planning Director
John Shattuck	Economic & Community Development Director



Department  
Of  
Economic and Community Development  
59 Statehouse Station  
Augusta, Maine 04333

**POLICY LETTER #13**

**Subject:**     *CDBG Program Complaint Policy*

**Revised:**    02/00

During the implementation of a CDBG project, the Office of Community Development (OCD) is available to assist the community in completing the project and complying with Federal and state regulations. The CDBG Program awards funds to communities who in turn must create local guidelines to implement their programs. Communities are also responsible for local program administration.

It is the policy of the OCD that each community establish its own procedure for handling complaints about the implementation of its program. If caught early, most complaints are easily resolved and require minimal action. Because the local program administrator is most familiar with local needs, the guidelines of the community program and its implementation, every attempt should be made to resolve a complaint at the local level. Local community development staff should attempt to resolve complaints by utilizing a policy adopted by the community development program or by the municipality. OCD staff will be happy to provide guidance and advice **but will not resolve local disputes**. The role of the OCD is to ensure that the local procedure has been fairly and appropriately followed, and that it is consistent with Federal and state requirements.

At the time of a complaint, the local community development staff or CDBG administrator should share a copy of the CDBG Guidelines with the complainant. If the community does not have a set of guidelines, the individual could be provided with a copy of the project application to learn more about the project and its goals.

*Local community development staff or the CDBG administrator will use the following complaint process:*

1. Request that all complaints be submitted in writing to the **local** community development office.
2. The local CDBG program administrator should respond in writing within a specified time frame. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Chief Executive Officer of the community. The CEO would then respond in writing within a specified time frame.
3. If the complainant remains unsatisfied with the local resolution, they may contact the Office of Community Development CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

It is the policy of the OCD and the CDBG Program Manager **not to interfere with the decisions reached by a community that is in keeping with the CDBG regulations.** The OCD review will ensure that the process has been fair and consistent with program regulations (local, federal and state). However, the decision of the Program Manager whether in favor with the community, the complainant or a compromise, will be final.



7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes             No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes             No

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes             No

10. Is there public transportation available in your community?

Yes             No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes             No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes        No

13. Has your community participated in the CDBG program prior to 1993?

Yes             No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes             No

10-15-2020

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Signature of Authorized Municipal Official

Date

Derek Scrapchansky  
Town Manager  
Town of Topsham



OFFICE OF THE TOWN MANAGER  
Town of Topsham  
100 Main Street  
Topsham, ME 04086

DEREK SCRAPCHANSKY  
Town Manager  
Phone: 207-725-5821  
Fax: 207-725-1731  
dscrapchansky@topshammaine.com

October 16, 2020

Re: 2020-CDBG-EDP – Town of Topsham

### **PROGRAM INCOME PLAN**

#### **1. Source of program income:**

The Town of Topsham will receive an Economic Development Program Grant that is not anticipated to generate program income.

#### **2. Estimated amount of income to be generated during the contract period:**

\$ 0

#### **3. Use of program income:**

We do not anticipate program income, but if, program income does result, it will be used for Title 1 Eligible Activities under the Economic Development Program.

Sincerely,

Derek Scrapchansky  
Town Manager  
Town of Topsham



OFFICE OF THE TOWN MANAGER  
Town of Topsham  
100 Main Street  
Topsham, ME 04086

DEREK SCRAPCHANSKY  
Town Manager  
Phone: 207-725-5821  
Fax: 207-725-1731  
dscrapchansky@topshammaine.com

October 16, 2020

Mr. William Najpauer  
MCEDD  
165 Main St., Suite F  
Damariscotta, ME 04543

**Re: Regional Council letter – transmittal of Phase II documents  
2020 CDBG Economic Development Program Grant – Town of Topsham**

Dear Mr. Najpauer:

Enclosed you will find a copy of the Phase II documents assembled by the Town of Topsham for the 2020 CDBG Economic Development Program Grant for various façade improvements and equipment upgrades for Wicked Joe, LLC.

If you have any questions, please call me at 207-725-5821 Ext. 2115.

Sincerely,

Derek Scrapchansky  
Topsham Town Manager

Enc.

**Adopted & authorized by Topsham selectmen:**

504 evaluation transition plan  
Anti-displacement relocation plan  
EEO statement  
Fair housing resolution  
Standards of conduct

**Prepared by Topsham staff:**

504 certification  
Advisory Committee list  
Program income plan  
Fair housing self-assessment  
Planning Board letter

# TOWN OF TOPSHAM, MAINE



Derek Scrapchansky  
*Town Manager*

Office of the Town Manager  
100 Main Street  
Topsham, Maine 04086  
Telephone: (207) 725-5821  
FAX: (207) 725-1731  
Website: [www.topshammaine.com](http://www.topshammaine.com)

Mark M. Waltz  
*Assistant Town Manager*

Rose Woodd  
*Administrative Assistant*

September 25, 2020

Mr. Derek Scrapchansky  
Town of Topsham  
100 Main St.  
Topsham, ME 04086

Dear Mr. Scrapchansky:

The Planning Board is aware of the Economic Development Program Grant project for Wicked Joe, LLC for various improvements to its existing facilities and for equipment upgrades and inventory.

This project is consistent with the community's goals within the comprehensive plan and will meet all local required permitting requirements and regulations.

Sincerely,

A handwritten signature in black ink, appearing to read "Rod Melanson", with a long horizontal flourish extending to the right.

Rod Melanson  
Planning Director

DocuSigned by:  
*Don Spann*  
8FC05736D8DCAE5

Don Spann  
Planning Board Chair

## MEMORANDUM

Date: 2020-10-07

For: 2020-10-15 Selectmen's meeting

Fr: John Shattuck

To: Derek Scrapchansky & Board of Selectmen

Re: **Wicked Joe CDBG-EDP grant – Phase II documents & public hearing**

### **Phase II documents attached**

#### **To be adopted by Selectmen:**

Selectmen's adoption statement

504 evaluation transition plan

Anti-displacement relocation plan

EEO statement

Fair housing resolution

Standards of conduct

#### **To be executed by staff:**

504 certification

Advisory Committee list

Program income plan

Fair housing self-assessment

Planning Board letter

Public Hearing Notice

### **Phase II documents & adoption process**

The adoption or execution of the attached documents represent the final CDBG paperwork that must be submitted by the Town in order for DECD to process the grant award contract. This paperwork has been prepared by Town staff in consultation with MCEDD, the grant administrator. These documents are these are boilerplate forms affirming that the Town adheres to already-required federal standards on Fair Housing, ADA, and Equal Employment Opportunity.

Since this CDBG paperwork process would otherwise require each Selectman to go through the duplicative process of signing each of the five required documents, I have secured DECD's approval for having the Selectmen execute a single *Selectmen's adoption statement* to adopt all five documents.

A hardcopy of this Selectmen's adoption statement, together with the five underlying documents listed above, will be available in the Selectmen's office beginning on THU 10-08, one week in advance of the 10-15 Selectmen's meeting. I am respectfully requesting that each of the Selectmen stop by the Selectmen's office during this week to sign and date Selectmen's adoption statement (only), so this required paperwork is fully signed in advance of the 10-15 Selectmen's meeting. Please note that the Selectmen's adoption of these documents will *only* take effect if the Selectmen vote to adopt them during the 10-15 meeting. Ensuring that the Selectmen's adoption statement is fully signed in advance of the meeting, simply enables the paperwork to be submitted promptly after the Selectmen's meeting in order to expedite the process the grant award contract, so that Wicked Joe Coffee can begin receiving the awarded grant funding

## **Phase II public hearing on accepting grant award**

The Town is also required to hold a final public hearing on accepting the actual award of the of the CDBG-EDP grant funds. The stated purpose of the public hearing is “to give members of your community a chance to comment on the project.” This hearing is required by the CDBG program, even though the Town has already had a specific CDBG public hearing and a Town Meeting vote on the grant application; and even though the Town Meeting vote specifically authorized the acceptance of the grant funds, as required by the CDBG program. Given the community’s Town Meeting vote, I expect this public hearing to be brief.

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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:** 20-74

(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 addressing issues/complaints on the Topsham Firing Range.

**Brief Description of Consent or Agenda Item:** See attached letter

**Submitted by:** Dave Douglass, Chairman-Board of Selectmen

**Date:** 10-02-2020

Brett Strout  
37 Osprey Lane  
Topsham, Me. 04086  
207-522-8366

Mr. Dave Douglass  
Topsham Select Board, Chair  
Topsham, Me. 04086

09-28-2020

Dear Mr. Douglass,

I find myself writing this letter out of frustration with the use of the Topsham firing range located behind my house. As a matter of full disclosure, I want to remind you that my profession is that of a police officer and I recognize the importance of that range. I also want to point out that we built our house in 1995 prior to the development of the firing range and were willing to have it near us because of the need and the agreed upon conditions. (1) that it would be used only by the Topsham Police Department and Brunswick Police Department and (2) that it would only be used once a month by the Brunswick SWAT team and then for two weeks in the fall, for annual qualifications, meaning one week each for each agency (Topsham PD & Brunswick PD) with the understanding that there would be some limited night firing during those two weeks.

Over the years those terms seem to me to have become lost to the organizations using the range, either through attrition of personnel or lack of concern about the neighbors. The use of the range has become unbearable to me and I would like to have the select board address the issue. I know that there are others in my neighborhood that feel the same way.

Over the course of years there have been range usage outside of those unwritten rules outlined in the first paragraph. Initially, whenever the range was being used, and I felt it was outside of those agreed upon terms, I would find myself going to the range to see who was using it, calling the dispatch center to see if anyone had permission to use it, or just grousing to those that would listen. I do recognize that there are other private ranges or individuals that shoot their weapons in this rural area, but I do my best to distinguish between the town range and these other private ranges.

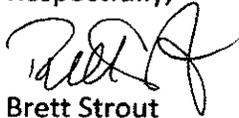
In the past I have found people sneaking onto the range to use it, although not that often. I can recall an occasion, many years ago, where Brunswick PD held a week-long firearms training for other agencies that involved daily use of the range. My point here is that over time transgressions have occurred, whether purposeful or not, that add to the cumulative frustration that I feel.

Recently I spoke to the Brunswick Police firearms lead instructor and he told me that they are not in violation, that he has checked, and that they are following the guidelines. He is probably right given that there is a sign posted on the range property simply stating the hours of operation with no indication of any limited use.

So, here is the irony of the situation. When I started my career in Brunswick in 1982, we practiced at the old dump site on the Pleasant Hill Road in Brunswick. It was remote with very few houses. However, it is my understanding that those neighbors complained, and the Brunswick town council closed that range and moved to a range at Water Street in Brunswick. As the bike path, or playing fields at the time, came to fruition the town struggled with finding a suitable location in Brunswick and then reached out to Topsham. The Brunswick Police Department then moved to the Topsham range (Route 201 at Atwood's) and then to the Topsham Landfill where they have been ever since. I believe that the Brunswick Town council may be satisfied with the circumstances as they exist now and have given up on seeking a location for their own firing range.

In order to remedy this issue, I am asking that the Topsham Select Board give the Town of Brunswick a set (short-term) deadline to find their own range accommodations that does not involve the use of the Topsham firing range. In doing so the limited use of the range by the Topsham Police Department, as long as it doesn't involve other agencies and training programs, would be much more bearable.

Respectfully,

A handwritten signature in black ink, appearing to read 'Brett Strout', written over the printed name.

Brett Strout

Cc: Chief Marc Hagan, Topsham  
Chief Scott Stewart, Brunswick

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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:** 20-75

(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 award the bid for tax-acquired properties located at 55 Monroe Lane and 88 Monroe Lane.

**Brief Description of Consent or Agenda Item:**

**Submitted by:** Mark Waltz, Assistant Town Manger

**Date:** 10-02-2020



## Memorandum

**To:** Town Manager Scrapchansky  
**From:** Asst. Town Manager Waltz  
**Re:** Tax Acquired Property: 55 and 88 Munroe Lane  
**Date:** October 2, 2020

---

The tax-acquired condominiums located at 55 Munroe Lane and 88 Munroe Lane have been advertised in accordance terms of the Town's 1995 Management of Tax-Acquired Property Guidelines. Sealed bids are due by October 13<sup>th</sup> at 3:00 PM, at which time the bids will be opened.

The Town Manager's office will prepare a listing of the bids for distribution to the Selectman on October 14<sup>th</sup> so that they can be considered at the Board's October 15<sup>th</sup> meeting.

The Selectmen may select any bid which they deem in the best interests of the Town. Among the factors which the Selectman may wish to consider as they review the bids and determine the best interests of the Town include the following:

- Financial compensation to the Town of Topsham;
- Whether the bid serves an identified goal in Topsham's Comprehensive Plan; and
- Whether the bidder is willing to continue to rent to the current tenants (who are worried about having to find a new rental in the current market).

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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:** 20-76

(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 the following appointments to the Energy Committee.

**Brief Description of Consent or Agenda Item:** There are 5 openings on this committee

John Whatley  
Yvette Meunier  
Victor Langelo  
Jennifer Curtis  
John Berry  
Nancy Chandler  
Alice Elliot

**Submitted by:** Derek Scrapchansky, Town Manager **Date:** 03-16-2020

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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** 20-77

(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 pursuant to 36 M.R.S.A. § Title 1 405 (6) (F) to discuss tax acquired properties.

**Brief Description of Consent or Agenda Item:**

**Submitted by** Mark Waltz, Assistant Town Manager

**Date:** 10-02-2020

# Board of Selectmen Meeting

For the date of: 10/15/2020

**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** 26-78

(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 pursuant to 36 M.R.S.A. § Title 1 405 (6) (F) to discuss tax acquired properties.

**Brief Description of Consent or Agenda Item:**

**Submitted by** Mark Waltz, Assistant Town Manager **Date:** 10-02-2020