

MINUTES

Topsham Board of Selectmen
October 5, 2017
Donald Russell Meeting Room
Topsham Town Hall

CALL TO ORDER

The meeting was called to order by Chairman Douglass at 7:00 pm

ROLL CALL

Members Present

David Douglass, Chairman	Ruth Lyons
William Thompson, Vice Chairman	Roland Tufts
Marie Brilliant	

Richard Roedner, Town Manager

Manager's Report

October is shaping up to be a busy month in Topsham.

Sunday, October 8, from noon until 4 pm will be the Fire Department's Annual Open House.

Tuesday, October 10, Absentee Ballots will be available in the Clerk's Office.

October 19 through the 23 will be the Comprehensive Plan Committee's kick off event, Find, Meet, Plan your Topsham. A series of events over this five day period will take place at the Old Fire Station on Green St., giving residents and business owners multiple chances and venues to provide thoughts and concerns about the future of Topsham. There will also be some old fashioned community events – suppers, public movies, artisan market, etc. So, plan to stop by.

On Friday, October 20, as one of the events associated with the Comp Plan's kick-off weekend, will be a biking evaluation done by the Bicycle Coalition of Maine. This will include both discussion time, as well as riding time to help evaluate Topsham's friendliness toward bicyclists. Members of our staff and committees, as well as members of the public are welcome. Bikes are required (BCM will have some) as well as the appropriate safety equipment. Contact John Shattuck if you are interested in attending.

Saturday, October 21 from 10 until 2 will be the next Household Hazardous Waste Collection day. Pre-registration is required, so check out the Solid Waste Department's web page for information on contacting them to register. The drop off will be held in Brunswick.

Saturday, October 28, will be the next old medication collection. From 10-2, you can stop by the Topsham Police Department to drop off unused and unwanted medications. As a reminder, we have a permanent drop off container at the PD, so you can stop by anytime during the year.

On Tuesday, October 31, starting at 4:15 will be our annual Halloween Parade at the Topsham Fair Mall.

Lastly, we have an opportunity to test some traffic calming techniques to reduce speeds on Elm St., which is also Business Rt. 24. MeDOT is aware of our concerns, and has offered to provide restriping of the roadway, at no cost to the Town. DOT is proposing, with the Board's consent, to add a 2' painted buffer line to the existing white edge lines, to reduce the lane widths, which typically, lead to lower speeds. An added benefit to this change could be to make Elm St. a friendlier place for bikers and pedestrians.

BOARDS and COMMITTEES

None

PUBLIC COMMENT

Mr. Thompson noted that traffic turning left from Rt. 196 onto Bypass Drive between 5:00 and 6:00 pm often has insufficient time, resulting in vehicles stacking into travel lane. Mr. Roedner responded that he would refer this to DPW to contact DOT.

ADDITIONS to the AGENDA

Mr. Roedner requested an Executive Session item, 17-89, to discuss personnel matters. **Motion was made by Mr. Douglass, seconded by Mr. Thompson, to add Executive Session item 17-89 to the agenda, to be heard prior to item 17-84.**

All were in favor.

CONSENT CALENDAR

Motion made by Mr. Douglass to approve 1, 3 and 4 under the Consent Calendar, seconded by Mr. Tufts. Ms. Lyons noted that the extra hours for the Registrar's Office is likely not needed on a small election such as this, and that this should be reviewed for future elections.

Vote on the Motion was unanimous.

Motion made by Mr. Douglass to approve Consent Calendar item 2, March 29, 2017 minutes of the Board of Selectmen. Mr. Douglass reminded everyone that this was a special meeting to discuss the terms of the Highland Green Phase II TIF Agreement.

Vote on the Motion was 3-0-2, with Ms. Brilliant and Ms. Lyons abstaining.

PUBLIC HEARING

None

UNFINISHED BUSINESS

None

OLD BUSINESS

None

NEW BUSINESS

17-85 Consideration and any appropriate action on an appointment to the Finance Committee

Mr. Douglass reported that the Board has interviewed David Reed for a position on the Finance Committee, and that Mr. Reed appeared to very well qualified and interested. He added that for the first time in his memory, the Finance Committee had a full complement of members.

Motion made by Mr. Douglass to appoint Mr. Reed to the Finance Committee for a 3-year term, seconded by Mr. Tufts.

Vote on the motion was unanimous.

17-86 Consideration and any appropriate action to award to Wright Pierce the contractual service (engineering design) as part of the DEP 319 grant for the Topsham Fair Mall Watershed River Road Culvert Replacement

Mr. Melanson, Planning Director, reported that we had released a Request for Qualifications, and Wright Pierce was the only firm to reply. The project under the RFQ is to design a replacement culvert for an existing substandard culvert under River Road. He noted that this project is a component of our Watershed Management project for the Topsham Fair Mall watershed, and will result in better flows, as well as providing access upstream to breeding fish species.

Mr. Melanson reviewed the budget for the project, noting that the local match will be \$5,000 cash for each of two years, along with about \$19,413 in local labor, resulting in \$102,000 in federal funds and \$58,000 in funds from DEP (from financial penalties assessed on a third party). He added that we lucked into this project.

Mr. Roedner noted that luck was not the correct description, as Topsham had undertaken steps over several years to be in a position for just such a set of circumstances.

Motion was made by Mr. Douglass to award the engineering services contract to Wright Pierce, seconded by Ms. Lyons.

Vote on Motion was unanimous.

17-87 Consideration and any appropriate action on the Comprehensive Plan Update Committee's request to close through access on Green St. and install temporary demonstration pedestrian and bicycle amenities for the upcoming 5-day planning event.

Mr. Melanson, Planning Director, updated the Board on the schedule for the 5-day Comprehensive Planning Event, which starts on October 19. He noted that as the plans have developed, the Police Chief suggested that it might be wise to close Green St. to through traffic during periods when it is anticipated a large number of people will be present. Based on the Chief's comments, the times where concern would be highest would be Thursday, Friday and Monday evenings, and all day Saturday and Sunday.

Concerns were raised about the "all day closures" and early evening closures. After considerable discussion, it was suggested that the Friday evening, 6-9 pm (during the movie) and Saturday 1-6 and Sunday 1-5 would be more appropriate times for closures, if needed.

Motion made by Mr. Douglass to authorize temporary closures of a portion of Elm St., essentially to correspond to the area adjacent to the parking, Friday evening from 6-9 pm, Saturday from 1 until 6 and Sunday from 1 until 5 pm. The motion was seconded by Mr. Tufts.

Vote on the motion was unanimous.

17-88 Consideration and appropriate action on discussion of Town Hall Computer Security measures

Mr. Roedner reported in more depth about the recent ransomware attack that the Town suffered, and how the attack was stopped in process, and how the infected areas were isolated, and how the system was restored. Two desktop units are being replaced (one due to the virus, and another that crashed during the event).

The ransomware appears to have accessed our system via a desktop computer that was not fully updated with our system protection software.

It was noted that the Town had just entered into a service agreement with its computer service firm for server monitoring and data protection. As part of this agreement is conducting a security assessment of our system, and have made several initial recommendations, which we are already implementing.

Mr. Tufts inquired about a top to bottom security evaluation, that would include on-going testing of the system, and identification of any weaknesses. Mr. Roedner replied that this is a service that can be provided by our vendor, and we have requested costs associated with this effort. It

was also noted that we can install a tracking feature so that each unit that is part of the network can be monitored as to usage, sites visited, etc.

Mr. Roedner also noted that we are in the process of changing how outside offices access our network, to reduce future risks.

It was agreed that ION would be invited to a meeting with the Board at our November 16 meeting to have a more thorough discussion of our network's security features.

Motion made by Mr. Douglass to take no action on this item, seconded by Mr. Tufts.

Vote on the motion was unanimous.

At 8:37 pm, a motion was offered by Mr. Douglass to enter into Executive Session to discuss two personnel items, 17-89 and 17-84, pursuant to 1 MRSA §405(6)(A). Motion was seconded by Ms. Lyons.

Vote on Motion to enter Executive Session was unanimous. All members plus the Town Manager were present.

At 9:25 pm, the Board returned from Executive Session, into regular session. All members were present, Mr. Roedner was no longer present.

17-89 Consideration and any appropriate action to enter Executive Session to discuss a personnel matter pursuant to 1 MRSA §405(6)(A)

Mr. Douglass reported that no action was being taken by the Board on this matter.

17-84 Consideration and any appropriate action to enter Executive Session to discuss a personnel matter pursuant to 1 MRSA §405(6)(A)

Mr. Douglass reported that Mr. Roedner was not present for this item, and that no action was taken on this matter, but that a follow up meeting was scheduled during the Board meeting of November 2, 2017.

ADJOURN

A motion by Mr. Douglass to adjourn was made at 9:27, seconded by Ms. Lyons, all were in favor.

Respectfully submitted,

Richard Roedner, Town Manager