

**6:10PM Executive Session
6:30PM Board of Selectmen Meeting
Virtual Meeting (TV Ch. 3)
September 3, 2020**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

Information on impact of proposed Ambulatory Surgery Center Project in Topsham-Lois Skillings, President& CEO, Mid Coast- Parkview Health.

Correspondence – If you have any comments/questions on an agenda topic, email them to 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 August 20, 2020.

Public Hearing –

20-56- Consideration and any appropriate action on an application for a Special Amusement permit for Fairground Café.

Unfinished Business –

Old Business –

New Business –

20-57- Consideration and any appropriate action on guidelines to allow roadside memorials.

20-58- Consideration and any appropriate action to award a bid for the purchase of a new ambulance.

20-59- Consideration and any appropriate action to award a bid for the purchase of a new plow truck.

20-60- Consideration and any appropriate action to waive the bid process and accept the quote from Connectivity Point to purchase and install a new Ultra Nexxus TV Server.

Executive Session- (Held prior to meeting)

20-61- Consideration and any appropriate action to enter into Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) to discuss personnel matters.

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: 09/03/2020

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 August 20, 2020.

Brief Description of Consent or Agenda Item: see attached

Submitted by Derek Scrapchansky, Town Manager

Date: 08-13-2020

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
HELD VIA ZOOM FROM INDIVIDUAL RESIDENCES
AUGUST 20, 2020 – 6:30 P.M.

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
Matt Nixon
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Derek Scrapchansky, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, August 20, 2020, with individuals joining the meeting from their residences via Zoom.

CALL TO ORDER

Chairman Douglass called the regular meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE/ROLL CALL

Everyone was invited to stand and recited the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all Selectmen were present.

TOWN MANAGER'S REPORT

Good Evening,

The Clerk's office is taking applications for absentee ballot requests. They are available by phone, mail, in-person, or online.. As of today, we have received over 700 applications for absentee ballots.

Starting on August 31st, work will commence on Public Safety Building as part of the Municipal Complex trim/facia project. We expect this to be complete by November.

On September 1st and 2nd, MDOT will be conducting an inspection on the Frank Wood Bridge from 8:00am to 3:00pm. During these hours, only Brunswick to Topsham traffic will be detoured and Topsham to Brunswick traffic will be allowed to pass over the bridge. Traffic outside inspection hours will flow in both directions over the bridge.

Registration for Fall Parks and Recreation Programs has been delayed until after August 24th. The Recreation Department is currently assessing the status school sports and recreation programs.

Lastly, I would like to thank Nina Badger, our Bowdoin summer intern, who has finished her term with us. Nina will be providing a summary of her internship following the CMH presentation this evening. Although Nina worked with us remotely from her home in New Hampshire, her work for the Town Manager's office was simply outstanding. Our department heads who had the pleasure meeting Nina were impressed with her acumen, open mindedness, and willingness to work and make a positive impact. Thank you Nina and we hope your experience will benefit you in your future endeavors or lead you back to municipal government.

Thank you,

Derek Scrapchansky
Town Manager

BOARD AND COMMITTEE REPORTS AND UPDATES

UPDATE ON CENTRAL MAINE HEALTHCARE'S TOPSHAM AMBULATORY SURGERY CENTER PROJECT

Jeffrey Brickman, President and CEO of Central Maine Healthcare presented an update on plans to build an out patient surgery center at the Topsham Fair Mall. The center comes under 501 C3, a Not For Profit organization, under Medicare and Medicaid. There are currently 16 such facilities in operation that offer quality and affordable care.

UPDATE FROM NINA BADGER, BODWOIN COLLEGE ADMINISTRATIVE SUMMER INTERN SUMMARY

Nina Badger, Topsham's Summer Intern, who is a Junior at Bowdoin College, said working with the Town Manager and Mr. Shattuck this summer was an incredibly rewarding experience. She reviewed projects which she worked on and thanked everyone for allowing her this opportunity.

Town Manager Scrapchansky said Ms. Badger did a remarkable job and it was good to have a fresh set of eyes at work. Everyone on the Board expressed appreciation for the job Ms. Badger performed and for her professional and enthusiastic attitude.

UPDATE ON TDI/ECD

John Shattuck, Topsham Economic and Community Development, Inc. Director presented an update on TDI/ECD.

ECD UPDATE

Business retention, expansion & attraction (BREA):

- Despite C19 economic impacts, we're still receiving business enquiries.
 - BBQ brewpub looking to open in Lower Village
 - Custom cabinet maker looking for space for a production workshop

Comprehensive Plan Implementation Committee (CPIC):

- CPIC efforts have been revitalized by an expanded roster.
- Thanks to Selectmen for recent/ongoing appointments to this key Committee.
- Presently, CPIC's focus is prioritizing and planning the implementation of the CP.

Government Review Committee (GRC): FOG = form of government

- GRC met last week to review diverse input on the impacts of different FOGs.
- GRC also reviewed MMA legal dept responses to their questions about legal issues regarding different FOGs and municipal charters.
- Committee is still gathering additional data, it will also begin drafting its report, with the goal of having a formal report completed by the end of the calendar year.

Central Maine Healthcare (CMH) Ambulatory Surgical Center (ASC) project:

- Thanks to Jeff Brickman for his presentation on the exciting Topsham ASC project.
- The Certificate of Need (CON) Application for this project has been supported by letters from Topsham community leaders, including TDI's strong statement of support, which included the following excerpt:

TDI's mission is to advocate for, and attract, high quality economic and community development for the Topsham community. TDI's directors have consistently used the following criteria when deciding when to advocate for projects:

- Direct economic benefits: creation of tax base and quality jobs.
- Indirect economic benefits: helps other Topsham business, raises Topsham's profile, and attracts new customers.
- Consistency with the Town's Comprehensive Plan.
- Context appropriate: fits with proposed location and existing nearby uses.
- Community benefits: provides services the community needs or wants.
- In TDI's assessment, CMH's proposed Topsham Ambulatory Surgery Center (ASC) project clearly and strongly meets all these criteria.

CORRESPONDENCE – Information was included on the agenda informing citizens who wished to offer comments or questions as follows: *“If you have any comments/questions on an agenda topic, email them to infor@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.”*

Chairman Douglass announced that at this time the Board will be taking phone calls for any comments/questions on this agenda at 373-5090. He asked that callers give their name, address and brief comment/question.

No one responded to the chance to call in with comments.

Chairman Douglass said he received a support letter asking the Town to reach out and support the CMC Center. He said he will respond to the writer. He also received a letter regarding absentee ballots and said he appreciated the comments.

ADJUSTMENTS TO THE AGENDA – Selectman Lyons said she wants it to go on record that the safest and most secure way to vote is the one individuals drop in the box themselves. Not one that you mail in that is handled 10 times or absentee. She agreed it is important to have the opportunity for absentee ballots, but with the pandemic and all the confusion, it would be best to vote in person.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s meeting of August 6, 2020.

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

VOTED

To approve the minutes of the August 6, 2020 Board of Selectmen Meeting as written.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-53 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE PURCHASE OF NINE VEHICLE MOUNTED RADAR UNITS

Interim Police Chief William Collins recommended the purchase of nine vehicle mounted radar units at a price of \$27,270. He said quotes were received from three different vendors:

TMDE Calibration Labs:	\$27,270.00
Stalker Radar:	\$27,337.50 (not including installation)
Dana Safety Supply:	\$35,071.77 (not including installation)

The department budgeted for 10 units; they have 1 and need 9 more.

Following discussion, motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

VOTED

To award the bid to purchase 9 vehicle mounted radar units from TMDE Calibration Labs in Richmond, Maine for \$27,270.

20-54 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF JOHN DORRER TO THE COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

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

VOTED

To appoint John Dorrer to the Comprehensive Plan Implementation Committee.

20-55 CONSIDERATION AND ANY APPROPRIATE ACTION ON A REQUEST FROM THE TOPSHAM SOLAR ADVOCATES FOR THE BOARD OF SELECTMEN TO APPOINT AN ENERGY COMMITTEE

The Topsham Solar Advocates formally petitioned the Board of Selectmen to consider a proposal for the creation of a new stand-alone energy committee to continue the efforts they have been collaborating with the Town for the past 18 months. The group made a statement that they believe they can work efficiently and effectively at finding additional ways to save the Town money and improve energy efficiency among other sustainability matters.

Chairman Douglass noted that John Shattuck was available to answer any questions posed regarding the formation of an Energy Committee. Selectman Lyons asked if there was a Mission Statement available that the committee might adhere to. Yvette Meunier responded that the group has been working with the town on power and also zoning and said they saved the Town \$38,000 a year and are looking forward to working with the Town and staff to make things work for efficiently.

Chairman Douglass reviewed the Standing Energy Committee Proposal submitted by the group. He said he was fine with No 1 and 2 of the proposal (#1: "*Research and recommend strategies, policies, and projects to the Board of Selectmen that will save the Town money and achieve energy conservation.*" #2: "*Provide public information, education, and outreach on energy conservation and renewable energy.*" However, the said he was in favor of only half of #3 – "*Evaluate and employ energy conservation practices with our residents, schools, and business community with the goal of 80% of GHG reduction below 1990 levels by 2050.*" Chairman Douglass asked to put a period after *business community*.

Following discussion, the Board asked that the group come back with a more in-depth explanation and goals. Focus areas suggested was reviewed with request to add LED light replacements. Selectman Nixon suggested we accept the three mission suggestions with a period after community in number three, keep the eight focus areas suggested and come up with a set of defined missions and goals.

The Town Manager advised the Board to make sure that policy is followed in establishing a committee. Nick Whatley added his thoughts to go by the rules and work out a committee.

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

VOTED

To begin interviews to establish a 5-member Energy Committee for 3-year terms (staggered 1, 2, and 3 years).

EXECUTIVE SESSION – None noted.

ADJOURNMENT

Motion was made, seconded and unanimously

VOTED

To adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 09/03/2020

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: 20-56

(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 an application for a Special Amusement permit for Fairground Café.

Brief Description of Consent or Agenda Item: See Attachments

Submitted by: Linda Dumont, Town Clerk

Date: 8-5-2020



TOWN OF TOPSHAM

Town Clerk's Office
100 Main Street, 04086
ldumont@topshammaine.com
(207)725-1719 Fax: 725-1733

APPLICATION FOR LICENSE OR PERMIT

Please complete:

Type of Business:

- Partnership- Partner's Names: _____
- Corporation- Corporation Name Fairground Cafe LLC
Incorporation Date: 2017 Incorporation State Maine

Type of License Special Amusement

New License: Opening Date _____ Renewal

Business Name: Fairground Cafe E-Mail: Perry.Leavitt@gmail.com

Business Address: 49 Topsham Farm Rd Business Phone Number 729-5366

Name of Contact Person: Perry Leavitt Contact's Phone Number 798-0166

Mailing Address for Correspondence: 15 Theodore Drive Brunswick Me 04017

Signature of Applicant: [Signature] Date: 8-3-20

Any information provided in this application, which is found to be false will result in denial or revocation of this license-
Per 1 M.R.S.A.17-A§ 453

SELECT TYPE OF LICENSE YOU ARE APPLYING FOR ON BACK OF THIS PAGE

Corporations Please Complete:

Address of Incorporation: _____ Phone#: _____
Name of Corp. Officer, Owner, or Partners: Title Address % of Stock ownership

Office Use Only (Make copy of signed State application for office file)

Type of License: SA Permit Fee \$ _____ Paid Advertising Fee \$ _____ Paid

For Peddler-Police Chief sign off required: _____

Required Approvals for Special Amusement and new Liquor license: BOS [Signature] Fire Police

Public Hearing Posted Public Notice Dates 8/17, 18, 19 Copy of current State liquor license _____

Town Clerk Signature [Signature]

Comments:

Everything is in order.

Complete back

License Fees & Schedule: Please check the type of license you are applying for

Entertainment- live music \$50 + 3 day Public Hearing advertising fee

Special Amusements (Title 28-A§1054) Expires annually with liquor license, provide copy of current state certificate with renewal application, requires annual Public Hearing

*** Include supplemental pages 3 &4**

*Describe in detail the type and nature of entertainment, the room or rooms to be used, hours of operation of entertainment

*Provide a diagram of room to be used

Pinball/Video machines –Ch. 6 Art. 7 §71-16, 17 & 18

Number of machines/ Pinball _____ Number of machines/ Video _____

*Copy of application to Police Department

Victualer (Food Service Establishment to include Bed and Breakfast) Expires May 31st

Describe food to be sold _____

FSE with- out Liquor **\$50** Copy of State Certificate required

FSE with Liquor (Title 28-A§652) **\$100** Copy of State Certificate required (requires Public Hearing on new applications)

FSE Outside Liquor Service Extension of Premise

(deck, lawn) Municipal approval required - submitted in writing to Bureau of Liquor Enforcement

Describe food to be sold _____

Peddler (The selling of tangible commodities having no established or fixed place of business in Topsham)

\$25 Resident \$50 Non-Resident \$25 - # ___ of months (up to 3 months \$25)

Description of nature of business and goods to be sold _____

Name and address of employer and evidence of employment _____

Vehicle Description: Make _____ Model _____ Year _____ Color _____ License plate # _____

Photo of applicant taken with- in 60 days of application

Description of location if stationary and letter of agreement from owner of record

Names of two reliable property owners, references, or other evidence of good character

A statement of whether the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, nature of the offense, punishment or penalty assessed

Taxicabs/Vehicles for Hire 30A- §3009(1) (F) **\$50 per vehicle** Expires April 1st each year.

Number of Taxicabs for which license is desired _____

Taxicab Driver \$25 annually

SUPPLEMENTAL APPLICATION IS REQUIRED

***Supplemental page for Special Amusement Permit**

Describe in detail the type and nature of entertainment:

Music usually by one person at most
3 persons

Describe in detail the room or rooms to be used under this license:

Dining room of fairground cafe

List the hours of entertainment

5-8 PM

DIAGRAM

Entrance

Seating 6

music

Topsham Board of Selectmen

Signatures:

Date: _____

**NOTICE
PUBLIC HEARING
TOWN OF TOPSHAM**

NOTICE IS HEREBY GIVEN that The Board of Selectmen of the Town of Topsham shall hold a Public Hearing on August 20, 2020 via Zoom and broadcast on Channel 3 at 6:30pm to consider an application for a Special Amusement permit for Fairground Café, 49 Topsham Fair Mall Rd. Submitted by Perry Leavitt.

Any and all person(s) may appear to show cause and why said application should or should not be approved.

Linda Dumont

From: William Collins
Sent: Wednesday, August 5, 2020 9:00 AM
To: Linda Dumont
Subject: RE: special amusement permit

Linda:

I've checked and have found nothing negative in reference to their liquor renewal and amusement permit. We just had a couple medical calls but that is about it. Let me know if you need anything else. Thanks Linda! -Bill

From: Linda Dumont <ldumont@topshammaine.com>
Sent: Tuesday, August 04, 2020 12:09 PM
To: Chris McLaughlin <cmclaughlin@topshammaine.com>; Mike Labbe <mlabbe@topshammaine.com>; William Collins <wcollins@topshammaine.com>
Subject: special amusement permit

Fairground Café has submitted application for liquor renewal and a Special Amusement permit, please advise of any concerns. I would like to get them on the 8-20 BOS agenda. Thanks, Linda

Linda J. Dumont

Town Clerk
Registrar of Voters & General Assistance Coordinator
Town of Topsham
100 Main Street
Topsham, Maine 04086
ldumont@topshammaine.com
(207) 373-5091
Fax (207) 725-1733

Linda Dumont

From: Mike Labbe
Sent: Thursday, August 13, 2020 10:31 AM
To: Linda Dumont
Cc: Chris McLaughlin
Subject: Fair Ground Cafe

Linda

Myself and FF Cooney did a walkthrough inspection of Fair Ground Café. We found 3 minor issues, 2 Emergency Lights and a Pressurized cylinder not secured to a wall. Both issues Perry will have fixed by the weekend and will not stop our recommendation to allow the issuance on the Liquor License and Special Amusement permit. I plan to follow up next week to assure the 3 minor items are corrected.

The Fire Department is ok with the issuance of the Special Amusement Permit and the Liquor License.

Mike



Michael Labbe, Deputy Chief, EMS/EMA
Topsham Fire Rescue
100 Main Street
Topsham, ME 04086-1209
mlabbe@topshammaine.com
207 725-1729

Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of an agency or public official that has been received or prepared for use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail with Town offices or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

Board of Selectmen Meeting

For the date of: 09/03/2020

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: 20-57

(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 guidelines to allow roadside memorials.

Brief Description of Consent or Agenda Item: See attached Political and Non-commercial Sign Guidelines.

Submitted by: David Douglass, Chair, Board of Selectmen **Date:** 08-20-2020

August 25, 2020

BOS,

As you may recall I received the below email on January 31st:

Hi David,

On November 24, 2016, my son Nicholas Oram was killed in an automobile accident on Foreside Road. The accident occurred just before Osprey Lane. My family and some friends had put out a couple of things that were attached to the tree in which he hit. One of the items was a heart and the other was a cross. They both have been removed by the owner of the land, thus bringing me to you. I have reached out to Dennis at the public works department to look into the specifics for me as to whether the tree is on the towns row or not. He has checked into it and believes the tree is about a foot away from the towns row. I have asked him if he would have any issue with us putting a small memorial on the row belonging to the town. He has stated he has no issues with it, but it would need to go through the select board and that I needed to reach out to you. I am asking if you can me facilitate this? Please let me know your thoughts on this and what needs to be done to move forward.

If you need to speak to me in person, I can be reached at xxx-xxxx.

Thank you for your time and help.

Michelle Oram

Prior to Covid-19 we had plans to address this during our March 19th meeting, fast forward to today, on behalf of the Oram family I am bringing this forward for discussion and a possible solution to this request.

Along with this letter I am attaching Chapter 225-33 of the Topsham Zoning Ordinance which spells out the Boards authority to address this request.

Thank You,

David M Douglass Jr, Chairman

Topsham Board of Selectman

Topsham Board of Selectmen

Political and Non-Commercial Sign Guidelines

Chapter 225-33 of the Topsham Zoning Ordinance, provides for the Board of Selectmen to adopt guidelines for the placement of non-commercial signs in the public Right of Way. On September 21, 2017, the Topsham Board of Selectmen adopted the following guidelines:

The Right of Way is meant to include those areas along public roads that extend beyond the edge of pavement to the back side of any sidewalk, utility pole, fire hydrant, guard rails, MDOT or Town fencing, gravel shoulders, or MDOT or Town maintained lawns/ditches/culverts.

Non-commercial signs shall be allowed to be placed within the Right of Way of public roads for a period of six weeks, starting five weeks before an election or primary, and concluding one week after an election or primary. Signs remaining in the Right of Way at the end of the six week period shall be deemed in violation of the Topsham Zoning Ordinance, and the owner of said sign may be subject to established daily penalties.

No sign placed within the Right of Way may exceed four (4) feet x eight (8) feet.

No sign may obstruct any sidewalk or roadway, overhang any curb line or sidewalk, nor can any sign be placed on public property designated as a Veteran's Memorial.

No sign shall be placed such that it causes a hazard to the traveling public, including, but not limited to, blocking sight lines at intersections, within road center traffic islands or median strips.

The Codes Enforcement Officer, or his/her designee, is authorized to remove any signs that fail to conform to these guidelines.

Adopted by the Topsham Board of Selectmen;

June 7, 2018

To be reviewed in 1 year.

Board of Selectmen Meeting

For the date of: 09/03/2020

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Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 20-58

(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 a bid for the purchase of a new ambulance.

Brief Description of Consent or Agenda Item: See attached Memo.

Submitted by: Chris McLaughlin, Fire Chief

Date: 8-18-2019

Memo

To: Derek Schrapchansky, Town Manager
From: Chris McLaughlin, Fire Chief
CC: Board of Selectmen
Date: August 18, 2020
Re: Recommendation for Ambulance Purchase

The Topsham Fire and Rescue Department Ambulance Committee would like to present to the Board of Selectmen bid specifications for the purchase of a new ambulance, and approval to select a winning bidder.

The committee recommended purchasing a 2021 Ford-E450 Gas Ambulance. This is the same type of chassis that our most recent ambulance purchase was. The committee received bids from the HGAC Nationwide bidding process. We received bids from three ambulance manufacturers:

1. Horton Ambulances – Greenwoods, Brunswick, ME
2. Lifeline Ambulances – Specialty Vehicles INC., Plainville, MA
3. Braun Ambulances – Autotronics, Bangor, ME

All three ambulances were quoted with a Stryker Ambulance Cot and a Stryker Powerload system. The prices of the ambulances are below. All of the bids were based on the current specifications of our most recent ambulance purchase.

1. Horton - \$289,480.87
2. Lifeline - \$279,868.00
3. Braun - \$264,450.00

Based on the bids received, the ambulance committee and I recommended awarding the bid to Autotronics for the purchase of a Braun ambulance.

All three ambulances are well built and would serve the lifetime of its service. All three have excellent safety ratings and user approvals. Our recommendation is primarily based on price. The purchase of this ambulance would be adding a third one to our fleet, with our oldest ambulance going into reserve status. This requires the department to purchase all of the equipment for the ambulance. A cardiac monitor alone costs \$30,000. By going with the lowest bidder, we will be able to remain in our approved \$325,000 budget.

Thank you for considering this request.

Chris McLaughlin

Fire Chief

Board of Selectmen Meeting

For the date of: 09/03/2020

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 Old Business
 New Business
 Executive Session
 Workshop

Type of Submission:

- Regular Submission
 Additional Agenda Item
 Additional Information

Agenda Number 20-59

(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 a bid for the purchase of a new plow truck.

Brief Description of Consent or Agenda Item: Bid results are attached and the low bid is recommended.

Submitted by Dennis Cox, Public Works Director

Date: 08-26-2020



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



To: Derek Scrapchansky, Town Manager
From: Dennis Cox
Subject: New Plow Truck Recommendation
Date: August 25, 2020

I have been out to bid for the new plow truck that is in this year's budget and received proposals back from two dealers and 2 equipment suppliers.

The low bid for the truck is from Daigle and Houghton, for a 2020 International CV515 chassis and Viking Cives plow equipment. The truck meets or exceeds my specifications, as did the other units and comes in under the \$130,000 budget figure.

Daigle & Houghton International CV515 w/Viking Cives gear	\$121,808
Daigle & Houghton International CV515 w/ Howard Fairfield gear	\$129,257
Portland North International CV515 w/ Viking Cives gear	\$124,845
Portland North International CV515 w/Howard Fairfield gear	\$132,294

It is my recommendation that the Town accepts the low bid from Daigle and Houghton with Viking Cives snow plowing equipment, for \$121,808.



TRUCK BID

Town of Topsham

8/21/2020

International w/ Viking Equipment

130 Market Street
P.O. Box 191
Fort Kent, ME 04743
1-800-634-8666
(207) 834-6186
(207) 834-6183 fax

571 Coldbrook Road
P.O. Box 332
Hermon, ME 04401
1-888-329-4950
(207) 941-9600
(207) 941-9601 fax

www.daigleandhoughton.com

Chassis Price: \$ 62,258.00

Trade Value: \$ 3,000.00

Equipment Price: \$ 62,550.00

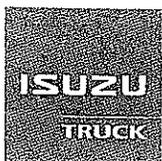
TOTAL BID PRICE: \$ 121,808.00

DELIVERY

- 90-120 Days for chassis only

EXCEPTIONS

- Engine: Stainless steel oil pan not an option.
- Electrical: only four switches.
- Fuel Tank: 40 Gallon only option.
- Cab: Tilt steering only
- Cab: Air ride seat not an option.
- Cab: Heated windshield not an option.



*If you have any questions please
feel free to contact me.*

Respectfully,

Jason Lamprecht

Proposal submitted by
Daigle and Houghton Inc
 571 Coldbrook Road Hermon, ME 04401
 Municipality Sales Rep- Jason Lamprecht
 Maine Office: (207) 941-9600 Ext 2008
 Cell Phone: (207) 951-6516
jlamprecht@daigleandhoughton.com



TRUCK BID

Town of Topsham

8/21/2020

International w/ HP Fairfield Equipment

130 Market Street
P.O. Box 191
Fort Kent, ME 04743
1-800-634-8666
(207) 834-6186
(207) 834-6183 fax

571 Coldbrook Road
P.O. Box 332
Hermon, ME 04401
1-888-329-4950
(207) 941-9600
(207) 941-9601 fax

www.daigleandhoughton.com

Chassis Price: \$ 62,258.00

Trade Value: \$ 3,000.00

Equipment Price: \$ 69,999.00

TOTAL BID PRICE: \$ 129,257.00

DELIVERY

- 90-120 Days for chassis only

EXCEPTIONS

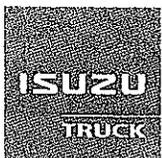
- Engine: Stainless steel oil pan not an option.
- Electrical: only four switches.
- Fuel Tank: 40 Gallon only option.
- Cab: Tilt steering only
- Cab: Air ride seat not an option.
- Cab: Heated windshield not an option.

OPTIONS

- See vendor's invoice for options.



WESTERN STAR



*If you have any questions please
feel free to contact me.*

Respectfully,

Jason Lamprecht

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**Town Of Topsham
Diesel Plow Trucks
Single Axle
Bid Form
August 5, 2020**

Dealer Name: Portland North Truck Center

Address: 110 Gray Road
Falmouth, ME 04105

Phone Number: 207-797-8080

Contact Person: Steven E. Gray

Price of New Truck : \$128,445.00 * Make, Model, Year: International CV 516 4x4, 2020

Trade in value on 2001 International: \$7,000.00

Exception or Upgrades: 25 gallon fuel tank, rear tow hooks from body company,
tilt wheel only, no air ride seats, truck is blue, no heated windshield, no exterior
grab handles, On Spot Chains (see option), front springs 7,500 lbs, rear springs
15,500 lbs

Optional Equipment:

10 ft. Steel Dump Body: _____

The Town reserves the right to accept or reject any or all bids submitted. Any exceptions to the specifications are to be noted on your Bid Form. Bids are due to the Town Office on August 24, 2020 at 10:00 AM,

* With Viking Equipment

CHASSIS IS IN STOCK
SUBJECT TO PRIOR SALE
PAYMENT DUE ON DELIVERY

x Add \$ 3,400 for on spitz.

**Town Of Topsham
Diesel Plow Trucks
Single Axle
Bid Form
August 5, 2020**

Dealer Name: Portland North Truck Center

Address: 110 Gray Road
Falmouth, ME 04105

Phone Number: 207-797-8080

Contact Person: Steven E. Gray

Price of New Truck : \$ 135,894.00* Make, Model, Year: International CV 516 4x4, 2020

Trade in value on 2001 International: \$7,000.00

Exception or Upgrades: 25 gallon fuel tank, rear tow hooks from body company,

tilt wheel only, no air ride seats, truck is blue, no heated windshield, no exterior

grab handles, On Spot Chains (see option), front springs 7,500 lbs, rear springs

15,500 lbs

Optional Equipment:

10 ft. Steel Dump Body: Deduct \$3,200.00

The Town reserves the right to accept or reject any or all bids submitted. Any exceptions to the specifications are to be noted on your Bid Form. Bids are due to the Town Office on August 24, 2020 at 10:00 AM,

* WITH H.P. FAIRFIELD EQUIPMENT

CHASSIS IS IN STOCK
SUBJECT TO PRIOR SALE
PAYMENT DUE ON DELIVERY

+ Add \$3,400 for On-Spots

Board of Selectmen Meeting

For the date of: 09/03/2020

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: 20-60

(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 waive the bid process and accept the quote from Connectivity Point to purchase and install a new Ultra Nexxus TV Server.

Brief Description of Consent or Agenda Item: See attached Memo.

Submitted by: Pam LeDuc, Parks and Recreation Director Date: 8-26-2019

TO: BOARD OF SELECTMEN

FROM: PAM LEDUC, PARKS AND RECREATION DIRECTOR *P.L.*

SUBJECT: QUOTE FOR NEW ULTRA NEXXUS SERVER FOR TV STUDIO

CC: DEREK SCRAPCHANSKY, MARK WALTZ

As you are all aware from Budget Season the Nexxus Server for our TV Studio has been in need of replacing. Since February, we have borrowed 2 systems from the Company to actual get us through to the new fiscal year.

Before you tonight is a quote that we received back during Budget Season, that Connectivity Point has agreed to match. I am asking you to waive the bid process for the following reasons;

- The Ultra Nexxus System works within our current Camera, audio and broadcast System.
- The Leightronix Company has stood by us through our issues, loaning us 2 machines to make Our Broadcasts, and slide shows continue to happen, even during the COVID outbreak.
- Connectivity Point is the only Vendor for Leightronix machines in Maine.

I appreciate your consideration on all of these factors.





Connectivity

...for what's coming next.

Client:

Town of Topsham
100 Main Street
Tosham, Me 04086

Quote Date: December 4th, 2019

Quote Number: 8191781

Project Name: Leightronix Server Upgrade

Project Location: 100 Main Street, Topsham, Me

BACKGROUND:

Connectivity Point Design and Installation, LLC. (CPDI) is pleased to submit for your review and approval the following proposal. Please contact us with any questions you may have during your review.

OVERVIEW:

CPDI will provide the following **Leightronix Server Upgrade** for the **Town of Topsham, Maine.**

Scope of Work

Connectivity Point Design and Installation (CPDI) will provide, install and help with the programming the following equipment.

- One (1) Leightronix UltraNEXUS-HD X2 SD/HD digital video server with 2TB internal hard drive. It includes a 1-year subscription to Leightronix TOTAL-INFO HD.
- One (1) Black Magic CleanSwitch 12x12 SDI matrix switcher.
- One (1) Araknis 8-port system switch.
- One (1) set necessary Black Magic SDI to composite and composite to SDI converters.
- New audio and video cables as needed.

CPDI will remove and set aside the customer's current Leightronix UltraNEXUS server. We will remove and set aside any equipment that is no longer needed in the system. We will clean up rack cabling. We will install the new server, set its IP address and re-connect the I/O's as necessary.

Estimator: Jamie Marshall

Project Standards

QUALITY ASSURANCE

All cables will be tested to the applicable performance standard.

Test results will be provided to the owner in a digital format suitable for printing.

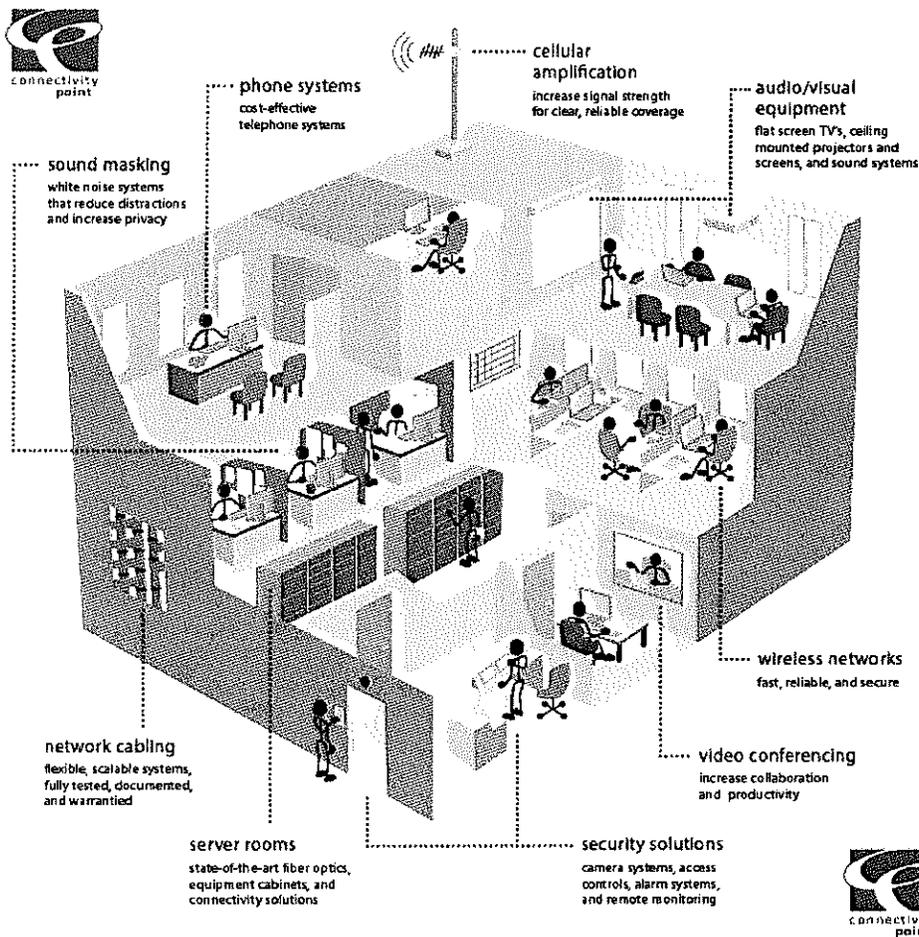
All faceplates and patch panels will be mechanically labeled with plastic-type label tape.

A hand-drawn As Built will be left at the job site for the customer's use.

A mechanically generated As Built will be provided so long as an appropriate digital file is provided by the customer for this purpose.

Cables can be mechanically labeled at each end, if desired, at an additional charge.

CPDI has Registered Communications Distribution Designers (RCDD's) on staff if structured cabling design services are needed.



General Terms and Conditions

Unless otherwise included in the pricing table below, the amounts outlined in this Quote are exclusive of all city, state and federal excise taxes, including, without limitation, taxes on manufacture, sales, receipts, gross income occupation, use, and similar taxes. Whenever applicable, any tax or taxes shall be added to the invoice as a separate charge to be paid by the Owner.

Additions to this quote will be priced separately as Change Orders.

Unless otherwise agreed upon, 25% will be invoiced upon contract award, 50% upon material delivery to the job site, and 25% upon completion. Payment is due net thirty days.

If unknown conditions affect Connectivity Point's ability to complete the work for the stated price, that is not the fault of Connectivity Point, we will suspend work and notify the owner immediately.

CPDI shall conduct itself in a manner that is compliant with OSHA. Likewise, Owner must notify CPDI, in advance of CPDI commencing its work pursuant to this quote, of any present or potentially hazardous condition located at the job site(s) at which CPDI will perform its work. The owner is obligated to provide a worksite that is OSHA compliant.

The quote is valid for 30 days from the date below. After this date please call CPDI to confirm that the quoted price can be honored.

Owner shall hold harmless and indemnify CPDI and its respective officers, directors, employees and agents from and against any claim, loss, damages, and liability pertaining to bodily injury, property damage, personal injury, governmental fines or assessments or any other type of claim, arising out of or occurring in connection with the services provided by CPDI pursuant to this proposal/quote except to the extent to have resulted from the negligence of CPDI. Such indemnification shall include but not be limited to attorneys' fees incurred in defending such claims. Owner specifically waives any statutory immunity conferred upon it as an employer under any workers' compensation act (including but not limited to the Maine Workers' Compensation Act, 39-A M.R.S.A. §104, and its successors, the New Hampshire Workers' Compensation Act and the Massachusetts Workers Compensation Act).

Price:

Investment Summary:

Material	\$12,840.00
Labor	\$1,092.00
Freight	\$100.00
Sales Tax	\$0.00
Total	\$14,032.00

The total lump sum for this proposal is **\$14,032.00** which includes all material, labor, equipment, supplies, travel expenses and misc. expenses. Excluded from this proposal are any adds, moves, or changes during the project, which will be billed separately from the original proposal. Taxes are not included in this proposal.

Authorization

Dear Pam:

Quote #: 8191781

By signing below, I am accepting this proposal and the attached terms and conditions.

Customer Authorized Signature

Date

Customer Print Name

Customer Title

Connectivity Point Design & Installation, LLC.

Account Executive:



CPDI Authorized Signature

12/04/2019

Date

Jamie Marshall

CPDI Print Name

Notes and Exclusions

The following activities are not included unless specifically listed in the above-detailed Scope of Work; and if required, additional charges may apply:

- The quoted price does NOT reflect prevailing wage.
- No cable removal is included in this proposal.
- No wiring permit is included in this proposal.
- All work is scheduled for regular business hours.
- Technicians must have free and clear access to all areas being cabled.
- Improvement to building grounding system.
- Underground trenching or boring.
- Concrete/asphalt cutting or patching.
- Architecture or Engineer design or Consulting fees.
- Engineered stamped drawings.
- Cutting, patching, painting.
- All electrical is provided and installed by others.
- Any changes to the scope of work must be submitted in writing prior to the work being performed.
- This proposal does not include labor to move furniture, PC or other end-user equipment that will preclude CPDI from performing their duties.
- No lift is included in this proposal.
- This price is for riser rated cable non-plenum type CMR unless specified otherwise above. If plenum rated cable type CMP is desired or required, it can be provided at an additional cost to this proposal.
- This quote assumes an outlet box and device ring with a conduit to the nearest accessible ceiling will be provided by others.
- Quote does not include conduit, through wall sleeves, through floor sleeves, core holes, fire-stopping, wire mold, cable tray, or mounting plywood.
- Patch cords are not included in this quote and can be provided for under a separate proposal if needed.
- It is assumed that any voice cross-wiring will be performed by others (if applicable).
- No electronic equipment (e.g. network switches; media transceivers; telephone system) is included in this quote.
- All areas to be free of asbestos and lead-based paint.

Board of Selectmen Meeting

For the date of: 09/03/2020

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 20-61

(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 1 M.R.S.A. §405 (6) (A) to discuss personnel matters.

Brief Description of Consent or Agenda Item:

Submitted by Derek Scrapchansky, Town Manager

Date: 08-20-2020