

Town of Topsham

Annual Report 2021-2022



Municipal Building Hours

Mon-Wed- 8:30am-4:30am

Thurs- 8:30am-6:00pm

Fri- 8:30am-3:00pm

Annual Report

Town of Topsham

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MANAGERS' REPORT

We are pleased to submit this 2022 Annual Report from the Town Manager's Office. This report summarizes service to the Topsham community from July 1, 2021, to June 30, 2022, and highlights each of the Town departments including operations, personnel, accomplishments, and goals for the upcoming year.

The Town's Fiscal Year (FY) 2022 budget was built upon the strong financial foundation established through the commitment of the Administration, Select Board, and Topsham voters. Importantly, the budget focused on reinvestments in our capital infrastructure, as well as critical investments to support social and community goals. Goals pursued during the year included providing amenities consistent with the 2019 Comprehensive Plan, increasing our investment in road maintenance and reconstruction, professional delivery of first responder services, and efforts to keeping our commercial areas and facilities maintained to keep Topsham a desirable place to live and work. While there are costs associated with all these efforts, there are also multiple benefits to the community, including higher property values, and more diversity in our tax base. We strive to set high standards for growth, but also establish a reliable protocol for permits and reviews.

The Town's 2022 financial audit demonstrated that the Town maintained a strong net financial position for the year thereby eliminating the need for annual tax anticipation borrowing. Increased revenue was due largely to increases in automobile excise tax collected, state revenue sharing, and EMS transport fees. Open and vacant positions, contractor scheduling limitations, supply availability, as well as ongoing COVID-19 pandemic impacts, were factors in decreased utilization of departmental budgets. For the second straight year Topsham experienced increased valuation, a declining tax rate, and a stable net commitment. The FY2022 audit may be reviewed on the Town's website.

The FY2023 budget was developed in the wake of extremely high inflation rates, uncertainty with availability of supply and labor resources, and increasing energy prices. The FY2023 budget's net commitment remains stable and is currently \$422,000 lower than the FY2020 budget. The FY2023 budget includes paying down Topsham's total debt service by 83%, providing flexibility in the future while saving the Town over \$135,000 in interest. In 2027, Topsham's debt service will be paid off.

The following are a few highlights for Topsham in FY22.

- Solar Purchase Power Agreement (PPA): The Town of Topsham signed a 20-year PPA that incorporated two solar projects to provide substantial energy savings over the term of the agreement. The Skowhegan project was completed in the fall 2020, and the Naples project was completed in December 2021. This resulted in a savings of \$63,932 last year.
- The Select Board hosted the 1st annual Topsham Small Business Expo outside the Topsham Municipal Building. The event provided an opportunity for Topsham based small businesses to be discovered by the community and other local businesses.
- On September 11th, Topsham's hosted a 9/11 ceremony near the American Flag at the Topsham Municipal Complex to remember the events that took place 20 years ago in New York City, The Pentagon, and Shanksville, Pennsylvania.
- On September 23rd, Deborah Johnson, Director of Maine Department of Economic and Community Development (DECD), certified the successful completion of Wicked Joe's Community Development Block Grant (CDBG). The benefits of this grant provided great value to the community, Wicked Joe, and 26 new employees.

- Team Rubicon, a national veteran-led disaster response organization agreed to resolve a dangerous situation on a Topsham resident's property. A storm created a dangerous situation for the homeowner as trees came down and many are leaning on other trees. This response is normally executed for disaster areas, but they deemed it worthy due to safety and the financial strain of clearing so many trees. The Team cleared the area and thanked Topsham for its hospitality.
- The Frank J Wood Bridge was posted for a ten-ton weight limit, effective Monday, October 25th. According to the Maine DOT press release, "The new restriction meant vehicles in excess of 20,000 pounds - including fire engines, school buses, and box trucks will be prohibited from using the bridge". We coordinated with Brunswick's Public Safety and Public Works departments to minimize the impact of this restriction. The bridge underwent several safety inspections over the year. MDOT is expected to replace the bridge once cleared by the court. The bridge replacement project was held up for 3 years by the Friends of Frank J Wood Bridge who are supportive of bridge rehabilitation. Topsham budgeted for its portion of the costs in FY20. It was agreed to that the Topsham cost would not increase due to the delay. We appreciate the cooperation from MDOT.
- November 2021 election results: 8335 registered voters in Topsham, 3982 total ballots were cast for a 48% voter turnout.
- The Charter Commission was established as a result of the Governance Review Committee recommendation following its evaluation of the administrative code which is required every 10 years. The newly established Charter Commission had its first meeting in November of 2021. The Charter Commission held meetings and public hearings that eventually lead to a final report recommending not establishing a charter.
- Aroma Joe's began site construction on the corner of Route 196 and Route 201 during the week of March 14th. The expected opening is scheduled for October 2022.
- The Coronavirus State & Local Fiscal Recovery Funds or American Rescue Plan Act (ARPA) Final Rule was released on January 6th, 2022. The rule affirmed that funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026.
- On April 25th LED light conversion presentations for Topsham were provided by RealTerm Energy, Affinity LED lighting, and Central Maine Power to the Select Board. The Select Board awarded the contract to Affinity LED Lighting to replace all streetlights and municipal owned lights with LED fixtures. The Town will purchase the fixtures from Central Maine Power (CMP) and maintain the equipment. This agreement will result in an annual estimated cost savings of \$80,000. Expected Completion of the project is January 2024.
- This year was the first time since the COVID19 pandemic (3 years), the Town hosted a Town Meeting indoors at the Orion Performing Arts Center.
- The Town's three Collective Bargaining Units and the Town agreed on 3-year contracts, which expire in 2025.
- The Topsham Bike Pump Track, located at the Topsham Solid Waste Facility, was constructed The efforts of the 6 Rivers New England Mountain Bike Association (NEMBA), the Topsham Parks and Recreation Department, the Solid Waste and Recycling Department, and many community volunteers made this valuable recreation area a reality.

This past summer, we were pleased to host four Bowdoin College funded interns interested in municipal government. The interns were educated on the operation of each town department and provided the opportunity to work on the following: the community center survey, the Town's business directory, the electronic payment method for the solid waste facility, and a planning project on bicycle and pedestrian transportation. The Town benefited from the interns' perspectives, mindfulness, and dedication to work. In FY2023, the Town will host 3 Bowdoin Interns.

On behalf of the Town Administration, I extend our gratitude and appreciation for the engagement of our citizens and the dedication of Town staff, department heads, Select Board, election workers, and the many volunteers on our boards and committees. It is a privilege to work with and for such a committed and skillful group of people, and enthusiastic community. The Town departments and many of our citizen lead boards/committees have provided reports, which detail accomplishments in this Annual Report.

We look forward to everything that we will do together in 2022-2023!

Thank you!

Derek Scrapchansky
Town Manager

Derek Scrapchansky, Town Manager
Mark Waltz, Assistant Town Manger
Rose Woodd, Executive Assistant

dscrapchansky@topshammaine.com
mwaltz@topshammaine.com
rwoodd@topshammaine.com

BOARD OF SELECTMEN

DAVID DOUGLASS- CHAIR, SELECT BOARD –TERM EXPIRES 2023

ddouglambos@topshammaine.com



ROLAND TUFTS- VICE CHAIR, SELECT BOARD – TERM EXPIRES 2024

rtuftsbos@topshammaine.com



MARIE BRILLANT- SELECT BOARD- TERM EXPIRES 2025

mbrillantbos@topshammaine.com



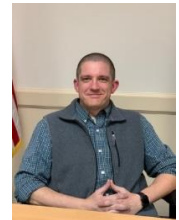
RUTH LYONS, SELECT BOARD- TERM EXPIRES 2023

rlyonsbos@topshammaine.com



MATTHEW NIXON, SELECT BOARD- TERM EXPIRES 2025

mnixonbos@topshammaine.com



MUNICIPAL DIRECTORY

Town Managers Office725-5821

Derek Scrapchansky, Town Manager

Mark Waltz, Assistant Town Manager

Economic Development Office..... 725-5821

Vacant – Contact Managers Office

Finance Office725-1721

Cathy Ricker, Finance Director

Clerk Office725-1719

Linda Dumont, Town Clerk

Tax Office 725-1719

Ed Bobalek, Tax Office Director

General Assistance Office725-1725

Linda Dumont, General Assistance Director

Assessing Office 725-1722

Justin Hennessey, Assessor

Planning Office725-1724

Hap Stelling, Planning Director

Codes Office 725-1723

Tom Lister, CEO

Public Works Department725-1728

Dennis Cox, Director

Solid Waste Department725-2757

Ed Caron, Director

Parks and Recreation Office725-1726

Pam LeDuc, Director

Police Department.....725-4337 (non-emergency)

Marc Hagan, Chief

Fire and Rescue Department725-7581 (non-emergency)

Chris McLaughlin, Chief

TOWN BOARDS AND COMMITTEES

Planning Board

Ronald Bisson
Scott Libby
Kerri Bickford
Lawrence Brann
Joshua Spooner
Donald Spann
Daniel Flaig
Staff Contact: Planning Office

Sewer District

Christopher LeClerc
Dwight Balsler
Mark Ponziani
Staff Contact: Town Manager's Office

Topsham Development, Inc

Chris Wasileski
Andrew Sturgeon
Steve Pelletier
Curtis Pickard
Nick Whatley
Brian Robinson
John Hodge
Curtis Neufeld
9-15 Member Committee
Economic Development Director (non-voting)
Town Planner (non-voting)
Town Manager (non-voting)

Tree Committee

William Greenwood, PE
Ben Whatley
Kevin Doran
2 Vacant
Staff Contact: Planning Office

Board of Assessment Review

Jeffrey Cannon
Thomas Sawyer
Gordon Donley (Alternate)
Michael Nelson (Alternate)
1 Vacant
Staff Contact: Assessing Department

Board of Appeals

Rebecca Jauch
David Marcello
Gordon Donley
Jotham Trafton
Michael Nelson
Staff Contact: Code's Office

Finance Committee

Gail Eaton
William Thompson
Kim Talbot
Mike Labbe
Donald Stein
Jeffrey Cannon
3 openings
Staff Contact: Town Manager's Office

Historic District Commission

Peter Davidson
Gary Smart
John Graham
Andrew Munsey
Wayne Davis
Staff Contact: Planning Office

History Committee

Ralph Williams
Ed Mendes
Nancy Randolph
2 Vacant
Staff Contact: Town Clerk

Topsham Housing Authority

Linda Dumont- Commissioner
Monica Kincaid
Binh Dang
Daniel Breed
Thomas Schmoller
Vacant at Large
Staff Contact: General Assistance Office

TOWN BOARDS AND COMMITTEES

Topsham Energy Committee

Jennifer Curtis
Victor Langelo
Yvette Meunier
Nancy Chandler
John Berry
John Whatley
Jared Entwistle
Staff Contact: Planning Office

Water District Board of Trustees

Stuart Kay
Yvette Meunier
Staff Contact: Town Manager's Office

Topsham Community Fund Committee

Victor Langelo
Scott Libby
Gary Smart
Fred Wigand
Charles Phipps
Lead Staff Contact: Planning Office
Other Staff: Public Works Dept, Recreation
Dept, Economic Development Office

Comprehensive Plan Implementation Committee

Joe Feely
Susan Rae-Reeves
Rick Schultz
Raija Suomela
Angela Twitchell
Andrew Munsey
Andrew Sturgeon
Tom Thompson- Planning Rep
I Vacant
Staff Contact: Planning Office

Registrations Appeals Board (appointed)

Peter Lepari
Gail Eaton
Bill Eaton
Step[hen Littlefield
Diane Vernseoni (Alternate)
Staff Contact: Clerk Office

Government Review Committee (Completed)

Pam Hile
James Mrazek
Matthew Abbott
Peter Grubbs
Ed Caron
Susan Rae-Reeves
Ruth Lyons- Select Board Representative
Staff Contact: Economic Development Director

Community Center Committee

Steven Kessler
Leslie Byrne
Erika McKenney
Mary Kate Appicelli
Roger Nadeau
Lynn Sirois
Ann Callahan
Staff Contact: Parks and Recreation Office,
Admin Office

Energy Committee

Jennifer Curtis
John Berry
Nancy Chandler
John Whatley
Yvette Meunier
Victor Langelo
Jared Entwistle
Staff Contact: Planning Office

Conservation Commission

Steve Pelletier
Raija Suomela
Victor Langelo
Shana Stewart Deeds
Audie Arbo

Finance Office

The 2022 fiscal year saw finance settling into a cohesive team. The office is responsible for producing the weekly payroll, preparing the warrants for the Select board to approve, managing the Town's Cash flow, and maintaining the accounting system, and financial records of the town.

We upgraded the accounting software of the town, first to a major upgrade and are now on a quarterly upgrade schedule. This year we have also been able to give vendors of the town the option of receiving payments electronically. It was also the first fiscal year in which our payroll processes were all on one software.

The budget process this year was challenging, three union contracts with unknown outcomes, trying to predict what Gas & Diesel prices, volatile natural gas prices, and sharp increases in CMP supply charges.

I sat on the committee to negotiate new contracts for the Town's three unions. Two of which were settled before the expiration of the old and one that settled shortly after expiration. We helped in the analysis of various scenarios and discussions with management and union members and representatives. This was accomplished in an unprecedented period of inflation ranging from 7.5% to a high in June of 9.1% so far in 2022.

During the year, we received \$938,746 from the 2021 American Recovery Plan Act (ARPA). Compliance reporting for this program is part of the duties of the finance office.

This was our first year with a new auditing firm, WIPFLI LLC. They conducted most of the audit virtually, using a file share site, email and telephone. But were onsite several times during the interim work in the spring and fieldwork in the fall. We received the finished audit in November 2021; six months earlier than the previous year.

The first of two solar projects that the Town participates was in operation for the full fiscal year and yielded savings of \$50,163. The second project came on line in December of 2021 and for the fiscal year yielded savings of \$13,768.62.

Changes are afoot for Finance, as on July 1, 2022 we will be merging with tax collection. The town clerk will be reporting with elections.

Respectfully submitted,

Cathy Ricker, Finance Director

Cathy Ricker, Finance Director cricke@topshammaine.com

Brandi Lohr, Finance Assistant blohr@topshammaine.com

Town Clerk's Office

The Town Clerk is the keeper of the public records; this office is responsible for the preservation, safekeeping and disposition of municipal archival records and to provide access to records and information to both town officials and the public. The recording and issuance of all vital records such as births, marriages, and deaths and certified copies of vital records are completed by the Clerk's office in accordance with the State of Maine Office of Vital Records. The Clerk's office is also responsible for issuing dog licenses, marriage licenses and coordinates local approval and issuance of all business licenses including liquor, marijuana, and special amusement and records all oaths, appointments and elections.

Elections and the Registrar of Voters is also the responsibility of the Clerk's office, this entails conducting and supervising all State and Municipal elections, voter registration, absentee voting and maintenance of the voting list.

Moving our polling location to the new Mt. Ararat high school gymnasium, designating the Donald Russell meeting room during the month of October for absentee voting and the addition of the secure ballot drop box has been received very favorably. Voting by absentee ballot continues to be a popular option for voters and helps reduce waiting lines at the polls. Over the past few years, our team of election officials continues to expand. In addition to our seasoned workers, we have recruited and trained numerous new election clerks and volunteers.

Conducting elections is becoming more challenging each year and requires the assistance of multiple town departments, election officials and volunteers. It would be difficult to maintain the integrity and success of our elections and town meetings without the expertise, support and dedication of all these individuals. We would like to acknowledge and thank all of these employees and residents of Topsham for their continued support and commitment to our election process and the town of Topsham.

Elections

State, Federal and Local Elections are held the first Tuesday in November and the second Tuesday in June of each year.

The Town Clerk held two elections and one Special Town Meeting.

November 2, 2021 State of Maine Referendum Election and Municipal Annual Election

Registered Voters 8335

Total Ballots Cast 3992

Absentee Ballots 1299

Voter Turn-Out 48%

Municipal – Incumbent Roland Tufts was re-elected to serve as Select Board /Board of Overseers for a three-year term and newcomer Amy Spelke was elected to her first term on the MSAD 75 School Board and Michael Timberlake for a two-year term.

Six candidates were elected by write-in votes to serve as Charter Commission members for a term to expire at the completion of the final report. Matthew Abbot, Edward Caron, Carey Douglass, Pamela Hile, Jeannette MacNeille and Denise Tepler.

May 25, 2022 Municipal Special Town Meeting

Of the 8213 registered Topsham voters, 61 attended the meeting and voted to raise, appropriate and spend a total of **\$14,926,734**, for the annual town budget of 2022-23, which does not include the SAD 75 and the County tax portion.

June 04, 2022 State wide Primary Election and M.S.A.D No. 75 School Budget Validation and School Improvement Bond Referendum Election.

Voters approved a School Fiscal Year 2023 total operating budget of \$49,591,774 and voted in favor of the district wide improvement bond not to exceed \$9,000,000.

Registered Voters 8213

Total Ballots Cast 977

Absentee Ballots 161

Voter Turn-Out 11.9%

Registered Voters: 8199 (as of June 30, 2022)

Democrats: 3064

Green Independent: 252

Republican: 2105

Unenrolled: 2772

Vital Statistics

73 Marriages Licenses Issued

87 Resident Births

140 Resident Deaths

3 Burial Permits Issued

893 Certified Copies of Vitals Records sold

Municipal Licensing and other services

4 Catering Permits

11 Liquor Licenses

40 Victualer Licenses

5 Marijuana Business Licenses

910 Dog Licenses (includes online)

5 Special Amusement Permits

3 Sole Proprietor (DBA) recorded

2 Peddler

105 Appointments and Oaths administered for various offices, town boards and committees

169 Notary Transactions

Linda Dumont, Town Clerk

Linda Dumont, Town Clerk- ldumont@topshammaine.com

Amanda Campbell, Deputy Clerk- acampbell@topshammaine.com

Please visit our website at www.topshammaine.com for information on how to register a dog, as well as information regarding elections, vital records, municipal licensing and other town services.

Tax Office

The tax office is responsible for all property and excise tax collection for approximately 4,900 real estate and 330 personal property accounts, approximately 10,000 vehicle registrations, various permit & license fee collection, issuing of inland fisheries licenses and registrations, and the processing of all other miscellaneous payments to the town. The department is also responsible for all State reporting and accounting associated with these transactions. The Town of Topsham accepts cash, check, debit and credit card payments for all transactions. For citizens that wish to use a credit or debit card as a form of payment, there is an additional fee of \$1.95 or 2.75%, whichever is higher. The financial institution collects this fee at the time of card processing.

STATISTICS: 7/1/2021 to 6/30/2022

Cash Receipting

Animal Licensing	\$	6,708.00
Codes	\$	114,212.87
Foreclosure	\$	47,141.04
Fire Department	\$	4,958.85
Miscellaneous	\$	2,250,205.79
Police Department	\$	12,222.29
Planning	\$	5,603.00
Personal Property	\$	468,924.11
Public Works	\$	2,015.65
Real Estate	\$	19,458,039.07
Tax Lien	\$	202,686.30
Tax Clerk	\$	49,543.29
Vehicle Registration	\$	2,360,648.63
	\$	<u>24,982,908.89</u>

Inland Fisheries and Wildlife

<u>Item</u>	<u>Count</u>	<u>Amount</u>
Boat	392	\$ 42,273.04
ATV	193	\$ 16,789.97
Snowmobile	217	\$ 17,271.19
Recreational Licenses	286	<u>\$ 7,161.78</u>
	1,088	\$ 83,495.98

Motor Vehicle

Taxable Registrations	9,637					
Excise Tax Collected						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Total
\$363,871.35	\$373,552.31	\$260,968.33	\$208,154.82	\$162,801.18	\$763,624.15	\$2,132,972.14

2022 Property Taxes

	Original Bill	Abatements/ADJ	Payments	Interest Paid	Ending Balance	Collection %
RE	\$19,569,412.07	\$7,705.15	\$19,224,116.37	\$8,626.45	\$337,590.55	98.23%
PP	\$472,566.09	\$1,111.22	\$451,323.69	\$335.16	\$20,131.18	95.74%

Edward Bobalek, Tax Office Director, Deputy Tax Collector- ebobalek@topshammaine.com

Amanda Campbell, Deputy Town Clerk, Assistant Tax Collector and Deputy Registrar of Voters-
acampbell@topshammaine.com

Peggy Therrien, Assistant Town Clerk, Assistant Tax Collector and Deputy Registrar of Voters-
ptherrien@topshammaine.com

Simonne Gagnon, Assistant Town Clerk, Assistant Tax Collector and Deputy Registrar of Voters-
sgagnon@topshammaine.com

General Assistance Department

The General Assistance program is a state mandated, municipally administered financial assistance program. The program is responsible for administering immediate aid to people who are unable to provide for their basic necessities. The Town will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance. Basic necessities include housing, heating fuel, utilities, non-elective medical services, food and personal supplies. Assistance is issued to a specific vendor in the form of a voucher. The program promotes self-sufficiency through guidance and referrals with outside community support agencies. This program continues to be a safety net for the neediest members of our community. The State reimburses the town 70% of expenditures for this program. Applications for General Assistance are now by appointment only and can be made by calling 725-5821, email: ldumont@topshammaine.com or by coming by the office during regular business hours to schedule an appointment.

\$5953.00 in assistance was issued as follows:

Housing	\$2194.00	Personal supplies	\$45.00	Food	\$88.00	Utilities	\$0
Fuel	\$158.00	Burial	\$3468.00	Medication	\$0		

Of the \$5953 in General Assistance issued \$4168 was reimbursed by the State of Maine Department of Health and Human Services, leaving an actual municipal expense of \$1785

Over the past year, twenty-two applications were processed and ten families/individuals were provided with financial assistance. The office continues to receive calls on a daily basis from both residents and non-residents seeking assistance in locating permanent housing in Topsham as well as directing and making referrals to other appropriate community resources.

Topsham's Heating Assistance Program issued \$2182.00 for emergency assistance to individuals and families that did not qualify for General Assistance or (Li-heap) the Federal Low income heating assistance program. An additional \$342.00 of assistance was granted for basic necessities from the general donations account. Assistance is issued as funds are available.

The funding for the Heating Assistance Program and General Donations are made available through the donations of private individuals, businesses, local community groups and fund raising efforts.

The Heating Assistance Program received \$263.00 in cash donations this year bringing the balance to over \$13,000. These donations will again allow us to continue meeting the needs of those who do not qualify under the General Assistance guidelines but still in need of immediate help.

Holiday Assistance is provided by donations from generous benefactors such as local churches, local businesses, individuals and community groups. The matching of families, elders and individual's is coordinated through the GA office and is confidential. Thanksgiving food baskets were delivered to ten families, one family was "Adopted" for Christmas and Christmas dinner baskets were delivered to fourteen families. Eight families were sponsored by a local church with the giving of holiday gift cards.

Thank you to everyone who makes these charitable programs available to our Topsham neighbors, again, this past year was filled with an outpouring of donations and many people eager to help!

Please go to our website at www.topshammaine.com to view links to other important resources. If you are in need or know of someone who can benefit from this service, please contact the office. All information is confidential.

If you would like to make a donation to any of the charitable programs please contact us at 725-5821 or on our website at www.topshammaine.com

Linda Dumont, General Assistance Coordinator-ldumont@topshammaine.com

Assessing Office Report

The Assessing Office maintains property records for all real estate and business equipment within the Town of Topsham. All assessing duties are performed in accordance with Maine State Law. Maine Revenue Services audits our records and value determinations annually.

Most records in the Assessing Office are available for public inspection. The annual tax commitment list, tax maps and tax bills are also available online www.topshammaine.com.

Real estate property record cards are available online gis.vgsi.com/topshamme/

Maine State Law provides a measure of property tax relief through partial exemptions for qualified individuals. Application forms for partial exemption, or current use programs are available in the office or from the Town of Topsham website.

Homestead Exemption:

Any Maine resident may apply for a Homestead Exemption for their primary dwelling after they have owned a Maine residence for at least one year.

Veteran Exemption:

- A Veteran Exemption is available for veterans who served active duty during a recognized war period once they are 62 years of age. OR;
- A veteran of any age or service period who is 100% disabled as determined by the Veteran's Administration may receive the Veteran Exemption. OR;
- A widow or widower of a qualified veteran, who has not remarried, may also receive the partial exemption.

Blind Exemption:

Any homeowner who is determined legally blind may apply for a Blind Exemption.

Current Use Enrollment:

Other properties may qualify for a reduction of valuation by enrolling in the Current Use Programs. Classifications exist for farmland, tree growth, open space, and working waterfront.

Valuation and Levy History

April 1,	2021	2020	2019	2018
Taxable Real Estate	\$1,233,107,100	\$1,115,576,496	\$1,060,452,087	\$993,133,088
Taxable Business Equipment	\$29,777,310	\$28,372,400	\$28,576,100	\$24,824,770
Homestead Reimburse Value	\$43,371,370	\$42,554,890	\$28,779,688	\$28,159,313
BETE Reimburse Value	\$3,908,017	\$3,896,442	\$3,842,438	\$3,053,994
Total Valuation Base	\$1,310,163,797	\$1,190,400,228	\$1,121,650,312	\$1,049,171,165
County	\$1,882,788	\$1,828,911	\$1,743,650	\$1,668,427
Municipal	\$11,000,449	\$10,545,593	\$9,542,238	\$9,320,065
TIF Financing (Dev & Town)	\$2,355,877	\$2,709,906	\$3,083,836	\$2,612,707
School SAD 75	\$11,334,411	\$11,125,204	\$11,172,166	\$10,244,895
Total Appropriation	\$26,573,525	\$26,209,614	\$25,541,890	\$23,846,094
State Revenue Sharing	\$1,292,242	\$878,727	\$720,994	\$494,452
Other Revenues	\$4,672,122	\$4,225,638	\$3,487,619	\$3,719,997
Total Deductions	\$5,964,364	\$5,104,365	\$4,208,613	\$4,214,449
Net Appropriation	\$20,609,161	\$21,105,248	\$21,333,277	\$19,631,645
Overlay	\$183,138	\$155,299	\$146,327	\$19,331
Tax Rate	0.01587	0.01786	0.01915	0.01873
Certified Ratio	100%	100%	100%	100%
State Valuation	\$1,080,150,000	\$1,005,550,000	\$937,550,000	\$913,450,000

Justin Hennessey, Certified Maine Assessor- jhennessey@topshammaine.com

PLANNING DEPARTMENT

Background

The Town of Topsham Planning Department has a variety of functional roles that are centered on preserving and enhancing the character of this community. These roles include:

- Guiding and implementing long-range policy and implementation tools such as the Comprehensive Plan and the Zoning Code
- Working with the development industry and other stakeholders to guide and enable good development
- Code interpretation and enforcement
- Providing land-use information to members of the public
- Supporting other Town Departments with research and technical assistance
- Through research and technical assistance, supporting the work of:
 - The Select Board
 - Planning Board
 - Comprehensive Plan Implementation Committee
 - Conservation Commission
 - Historic District Commission
 - Energy Committee
 - Zoning Board of Appeals
 - Ad-hoc committees as needed
- Maintaining the Town's planning and development records as well as Village Master Plans, Trail Plans, Historic Structures, District and Register List, and current planning ordinances
- Operating the municipality's Geographic Information System (GIS) assets, including the management of zoning data and map production for Town Departments
- Serving as a Passport Acceptance Office.

Code Enforcement

The Code Enforcement office is responsible for the administration of various Town and State codes and rules. The office maintains updated information on the Town website including permit forms, zoning information, and building code information and is always willing to help with any questions.

Topsham is required to enforce State Internal Plumbing and Wastewater Codes and the Maine Uniform Building and Energy Code consisting of Commercial Building, Residential Building, Existing Building, Commercial Mechanical, and Commercial/Residential Energy Codes. The Town has elected to enforce a Zoning Ordinance, an Electrical Code, and Floodplain Management.

Over the past year, the Code Enforcement Officer assisted 2,592 clients, completed 531 field inspections/meetings, and issued 522 permits totaling \$103,995 in fee's consisting of:

- | | |
|-------------------|-----|
| • Blasting | 4 |
| • Building | 132 |
| • Electrical | 220 |
| • Fire Department | 47 |
| • Plumbing | 64 |
| • Pool | 1 |
| • Sign | 11 |
| • Septic | 43 |

Role of the Planning Board

The Planning Board is the *primary* municipal review authority for updates or amendments to Topsham's various land-use ordinances. It is also responsible for ensuring that all subdivision and site plan applications conform to Topsham's land-use regulations as well as to any State or Federal rules, which may apply. In addition, the Board also discusses and makes recommendations on community planning and growth management.

Planning Board Members

Don Spann – Chair
Scott Libby – Vice-Chair
Kerri Bickford
Ron Bisson
Larry Brann
Daniel Flaig
Joshua Spooner

Planning Board Review Activities FY 2022

Amended Subdivision- 1
Subdivisions-5
Site Plans- 13
Shore Land permit- 1
Conditional Use permit- 1
Ordinance Review- 5
Workshops- 10

Role of the Comprehensive Plan Implementation Committee

The Comprehensive Plan Implementation Committee (CPIC) is a review and implementation body charged with assisting the Town in updating, reviewing, tracking, and assisting with the implementation of recommendations contained within the 2019 Comprehensive Plan.

CPIC Members

Susan Rae Reeves – Chair
Rick Schultz – Vice-Chair
Angela Twitchell
Raija Suomela
Andrew Munsey
Joe Feely

CPIC Activities FY 2022

- In conjunction with the Planning Department, developing a work plan that will lead to the implementation of the Comprehensive Plan's 9 Big Ideas
- Initiating outreach to those stakeholders who can assist in implementing the Plan's strategies
- CPIC has targeted working with staff and community stakeholders on the ReCode initiative as it supports, directly or indirectly, 5 of the Plan's 9 Big Ideas

- Provided updates on CPIC's work to the Select Board
- Had a workshop with the Planning Board followed by small group discussions and a public meeting to outline a Project Direction Memo
- Developed informational pieces that we published in the Cryer (Sept. 2021) and the Portland Press Herald (Sept. 2021).
- Used "Vision in Action for Topsham" on Facebook as a communications medium
- Have engaged stakeholders and residents through CPIC's regular meetings and workshops
- Submitted a request to the Select Board to form a Bicycle and Pedestrian Committee

Role of the Conservation Commission

The Topsham Conservation Commission is a citizen body that seeks to meet open space goals and connect residents to the Town's water, woods, and wildlife resources.

Conservation Commission Members

Victor Langelo – Chair
 Shana Deeds
 Steve Pelletier
 Raija Suomela
 Audie Arbo

Conservation Commission Activities FY 2022

- Visited easement at 37 Pleasant Street (Pleasant Woods). Reported on its condition, posted boundary signs, and developed action items to improve the site.
- Spring 2022 – visited the trail easement from Homeplace to the powerline corridor. The stream running through this easement is being impacted by erosion in the corridor where a trail crosses a deep ravine.
- Received estimate from a consultant to update the 2010 Natural Areas Plan. The Commission is currently writing a Request for Proposals (RFP) for consulting services to undertake this update.
- Two members attended the Maine Association of Conservation Commissions annual conference where they learned about the process of assigning economic value to various types of open space and learned about the work of other Commissions.
- In January 2022, the Brunswick Topsham Land Trust (BTLT) made the Commission aware of their intent to acquire part of the Hideaway Farm property along the Cathance River. This tract is identified as a high value area in the Natural Areas Plan. The Commission contributed to the purchase with the approval of the Select Board. The BTLT completed the purchase by the June 30th deadline.
- Completed an addendum to the Forest Management Plan for the Transfer Station parcel after consultation with the Solid Waste Director and the Recreation Department.
- In conjunction with the Director of the Recreation Department, the Commission finished a policy for expenditures from the open space-in-lieu account. This policy was reviewed by staff and approved by the Select Board in June.
- Members of the Commission provided ongoing invasive plant removal from Town-owned properties and easements.

Historic District Commission

The Historic District Commission (HDC) is charged with preserving Topsham's historic sense of place and unique features. The Commission is responsible for reviewing all permit applications (known as a "Certificate of Appropriateness") for properties within the Town's Historic Districts. The HDC also makes recommendations to the Planning Board on amendments to Topsham's Historic District Zoning Ordinance.

The HDC mandate also includes reviewing applications for conformance to local regulations and Topsham's Design Guidelines. These Guidelines describe historic buildings in the community and recommend ways to renovate them.

In working with applicants, the Commission identifies different ways to restore, rehabilitate, or renovate historic structures. The Town will also assist these applicants in advancing the necessary paperwork.

Historic District Commission Members

Gary Smart – Chair
John Graham – Vice-Chair
Peter Davison
Andrew Munsey
Ed Mendes (alternate)

Historic District Commission Activities FY 2022

- 41 Elm Street – Addition and Dormer

Energy Committee

The Topsham Energy Committee researches and informs the Select Board on matters relating to energy efficiency and sustainability. Their work includes:

- To research and recommend strategies, policies, and projects to the Select Board that will facilitate energy conservation and thereby reduce the municipality's energy costs and greenhouse gas emissions.
- Offer public information, education, and outreach on energy conservation and renewable energy.
- Evaluate and employ energy conservation practices with residents, schools, and the business community that align with the goals and strategies of the Maine Climate Council.

Energy Committee Members

Yvette Meunier – Chair
Nick Whatley – Vice-Chair
Jenn Curtis – Recording Secretary
John Berry
Nancy Chandler
Jared Entwistle
Victor Langelo

Energy Committee Activities FY 2022

LED RFQ

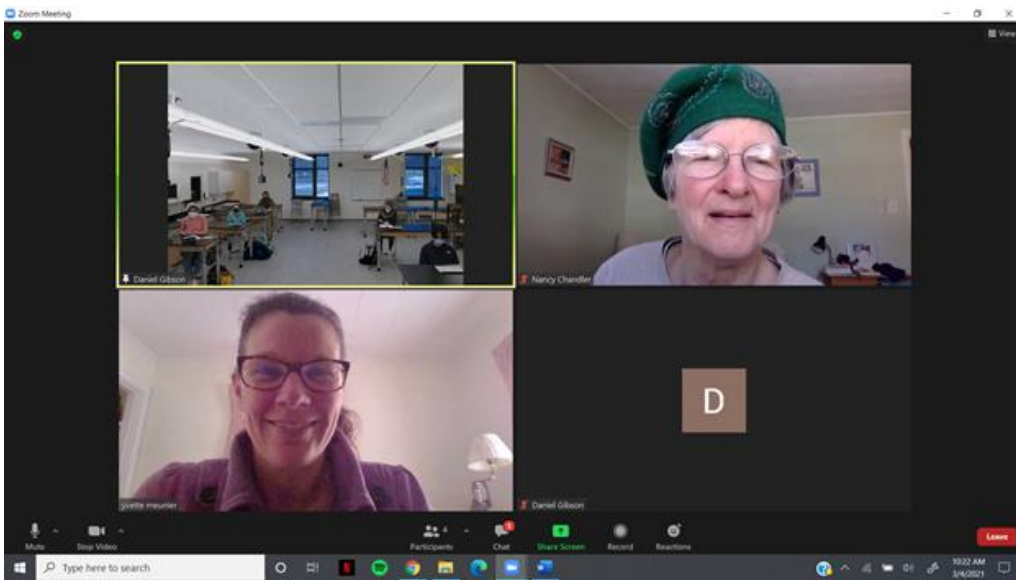
In February the Committee completed its revisions to the LED street light RFQ which was forwarded on to the Select Board. A workshop was anticipated to be held with the Board on April 15th and then moved to May 20th and postponed again until June but was canceled and has not been rescheduled. The Committee is eager to move forward on this project as it will save Topsham money. Given the significant amount of field work the Committee is anticipating we ask that this workshop be scheduled as soon as possible to help us plan our workload.

- On August 5th a workshop was held with the Select Board to discuss town data needs, questions, and concerns about LED upgrades and terminating lease agreements with CMP. As a follow-up, the Committee presented an annual cost analysis of the streetlights, as well as feedback received from conversations with Lisbon and Brunswick which both are pursuing similar projects.
- On September 16th the Select Board unanimously approved to issue the RFQ with minor edits. The Committee looks forward to reviewing the responses to the request and assisting the Select Board with their analysis.

Education/Outreach

- The Committee was asked by Dan Gibson, AP Environmental Science Teacher at Mt Ararat to present about local energy initiatives to his two AP classes during their energy unit. On March 1 and 3 members Nancy Chandler and Yvette Meunier gave an overview of Topsham's solar purchase power agreement, background on our committee's goals and activities, and tips on how young people can get involved locally and nationally on energy work.
- The Committee has just begun initial planning on a three-part educational energy program focused on residential, municipal and community energy opportunities to be held this Fall or Winter.
- The Committee has created a new [Solar Power in Topsham](#) webpage. It offers residents information on steps to take to become solar ready, including energy audits, weatherization, and financial resources. As well as considerations for solar either on your property or through a community solar farm. It also covers energy resources for businesses including financial incentive programs for energy efficiency and renewable energy systems. And a helpful guide for residents and businesses considering community solar subscription programs and ownership in a solar farm.
- We have also created a FAQ page, yet to be posted, that includes information on energy efficient buildings techniques, electric and hybrid vehicles, and updating appliances.

Photo of Mt. Ararat AP Science class with the Energy Committee used with permission.



- The Committee will be hosting its first educational webinar on weatherization on Wednesday, November 17th from 6:00 - 7:00 pm. FMI and to register please visit our webpage at: <https://www.topshammaine.com/weatherize>
- We continue to work with committee staff to improve our [Solar Power in Topsham](#) webpage which now features a [FAQ page](#), which includes information on energy-efficient buildings techniques, electric and hybrid vehicles, and updating appliances.

Beneficial Electrification Opportunities

- In March the Committee wrapped up our initial review of opportunities for installing car charging stations at the town office and the library. We investigated grant opportunities ranging from those which required electric vehicle ownership, to offering free public access, and hosting retail charging stations. The timing of the grants and difficulties connecting with contractors were challenges. However, we look

forward to revisiting this with the release of new state incentives and the possibility to align this investment with 2022 budget initiatives.

- After receiving feedback from some Select Board members the Committee presented an Electric Vehicle and Equipment
- Procurement Policy draft for the Board's consideration during the June 17th meeting. A request for a workshop is still being sought. We believe this is another opportunity for the town to save money and hope an opportunity to review this with the Board will soon be granted.
- As mentioned in the September update, the Energy Committee would like to support Topsham administrators by researching electric options for older vehicles and equipment in the queue to be replaced. We were able to let our Police Chief know about the \$12,000 rebate for towns buying new electric cars offered by Efficiency Maine available through August 31, 2021. There will likely be other such state rebates to encourage towns to purchase electric vehicles.
- In planning ahead, we would like to research comparative information on range, operating costs, fuel savings, and specifications of electric vehicles and equipment that could do the work needed by the town starting with 2022 budget initiatives. In order to do this we will need to communicate with department heads about their current use and requirements. Energy Committee members would also research the cost of installing the necessary charging stations on town property to complete the purchase package price.
- The Committee presented an Electric Vehicle and Equipment Procurement Policy draft for the Board's consideration during the June 17th meeting. We believe that the research provided in the bullet points above could be useful for a future workshop we hope to schedule with the Select Board in 2022.
- For purposes of information sharing, this article highlights the 33 Maine towns that have participated in Efficiency Maine's municipal electric vehicle program this year.
<https://bangordailynews.com/2021/10/02/news/midcoast/midcoast-towns-are-adding-electric-vehicles-to-their-fleets/>

Other Initiatives

There are several potential initiatives we will continue to discuss in the upcoming months which may include:

- Drafting a revised climate action plan
- Looking at ordinances for a variety of energy measures
- Discussing opportunities to reinvest the solar project in-lieu fees on energy efficiency and conservation projects
- Looking at ordinances for a variety of energy measures
- Continue investigating electric vehicle charging station options as soon as federal or state financial incentives roll out
- Considerations for energy audits and heat pump installations in municipal facilities

Updating Topsham's Climate Action Plan

- Topsham's Climate Action Plan (CAP) is now a decade old. Now is a great time to revisit the plan and document the changes from our baseline as much has happened in that timespan. Comparing our total past and present emissions will help inform the Committee's efforts moving forward from a more holistic standpoint.
- The Committee will continue to discuss with town staff what specifically needs to be updated in the CAP and work on presenting a scope of work to the Planning Department in hopes of seeking either regional assistance or help from future interns in the coming months.
- For purposes of information sharing, Grow Smart Maine is having a summit on November 4th to review the State of Maine Governor's Office of Policy Innovation and the Future's plan to make \$4.75MM available to municipalities to deploy the state's [Climate Action Plan](#) and [10-year economic plan](#).

Zoning Board of Appeals

The Zoning Board of Appeals is a review board that meets to consider administrative reviews and appeals where there is a Zoning violation or error in any order, requirement, decision, or determination made by the Code Enforcement Officer. The Board also reviews applications for variances on a case-by-case basis, hears and decides appeals for conditional uses, and has the power to interpret provisions of the Town's Zoning Ordinance.

Zoning Board of Appeals Members

Dave Marcello (Chair)
Gordon Donley
Joe Trafton
Michael Nelson
Rebecca Jauch

Zoning Board of Appeals Activities FY 2022

The Zoning Board of Appeals had no files to consider in FY 2022.

Passport Application Intake

The Planning Department is also responsible for intake of passport applications. The Department received **224** applications in FY 2022.

Hap Stelling, M.Pl., MCIP, RPP- Director of Planning- hstelling@topshammaine.com
Julie Erdman, Town Planner- jerdman@topshmaine.com
Tom Lister, Code Enforcement Officer- tlister@topshammaine.com
Irene Dubreuil, Secretary- idubreuil@topshammaine.com

Please note that Rod Melanson (former Director of Planning), Andrew Deci (former Assistant Planner) Kate Burch (former Assistant Planner) were also part of the Planning Department staff in FY2022

Topsham Public Works

I would like to thank the citizens of Topsham for their cooperation and support this past year, while we worked in the Town's roadways doing repair work, paving projects, plowing snow and clearing our Town sidewalks. Public Works maintained the infrastructure in our community and approximately 80 miles of roads. The Public Works Department team did a great job over the past year doing this work and assisting other departments in the Town as well.

This past year, the department purchased a new 2021 International Plow Truck replacing the 2001. During the construction season, the Town replaced a major drainage pipe in the downtown area with the help of an area contractor. All the Town's roadside areas were mowed and maintained by the department. The department replaced or added over 600 linear feet of storm drainpipes along our roads.

The department also installed approximately 12 new storm drain basins and repaired many more, including some work in the Barrow's Road area. This work was done to correct drainage problems in the area and included installing new storm drain basins & piping to help eliminate surface water problems on our roadways. The winter months kept the department very busy with plenty of snow to plow and icy conditions to treat, keeping the streets and sidewalks safe. The mechanic did an excellent job maintaining our fleet and assisting with repairs and inspections of other department vehicles.

Dennis Cox, Director- dcox@topshammaine.com

Phillip Cloutier, Foreman- pcloutier@topshammaine.com

Cindy Burr, Secretary- publicworks@topshammaine.com

Contact info -207-725-1728

Topsham Parks & Recreation

The Topsham Parks and Recreation Department is responsible for the oversight of a variety of recreational events for the residents of Topsham, as well as the maintenance, and care of the Foreside Recreation Facility, the Riverwalk in Topsham, and Head of Tide Park. In addition, the department staff run the Community Bulletin Board that runs on Cable Access Channel 3.

Beginning in the Fall we began to see numbers of participants increase (much due to the fact that activities were outdoors). Winter provided its' own number of challenges, schedule adjustments were made weekly based upon outbreaks of Covid-19 in the Ararat Basketball League. Although we were able to play with the other SAD 75 Town's, we were not able to host and participate in the Travel League that had been our normal up until 2020. Numbers increased in our Learn to Ski Program, and the outdoor activities were very busy (ice skating and sledding). Spring Programs returned to normal numbers, and as we slowly grew out of Covid restrictions, we saw our level of participation return to normal.

2021-2022 Projects/Successes:

- Facilities -
 - Development and planning for Grant to build the Pump Park at the Mountain Bike Facility at Solid Waste Area with 6 Rivers NEMBA.
 - Development of Signage at Head of Tide Upstream dock.
 - Rental Program of Equipment for Residents – Pickleball, Volleyball, Corn Hole, and Lawn Bowling.
 - Parking Area at Solid Waste Facility expanded for participants of Mountain Biking Trails.
 - Delivery of our new Pick-up Truck for the Department.

2021-2022 Programming:

- Summer Programming –
 - Mt. Ararat Soccer Camp –
 - Challenger Soccer Camp -
 - Tennis in the Parks – Adult and Youth
 - Mountain Biking (8-13 Year Olds)
 - Golf – Adult and Youth Lessons
 - Maine Backyard Campout
 - Field Hockey Camp
 - Softball Clinic
 - Youth Basketball Clinics (Boys and Girls)
 - Track and Field
- Fall Programming –
 - Topsham Youth Soccer League (Open to District Residents again)
 - Lil' Kickers (Ages 3 & 4)
 - Fall Field Hockey – Travel and Skills (Pre-K to 6th)
 - Cross Country Running
 - Fall Mountain Biking (8-13 Year Olds)
 - Trick or Trunkathon @ Topsham Fair
 - Women's Volleyball
- Winter Programming –
 - Little Dribblers – Grades 1 & 2 Basketball

Youth Basketball Recreation League

Learn to Ski @ Lost Valley

Ski Passes @ Shawnee Peak

Santa's Switchboard

Santa's Visit to Neighborhoods

Valentine Scavenger Hunt

Women's Volleyball

Winter Chill (cancelled due to bad ice on ponds)

Ice Skating

- Spring Programming –
Easter Egg Hunt
Field Hockey Clinics
Lacrosse – 3 Divisions/2 per Division
Mountain Biking
Softball League
Golf Clinic
Tee Ball & Youth Ball
Fishing Rally with TPL and TSWF

Pam LeDuc, Director- pleduc@topshammaine.com

Kelly LaFountain, Program Coordinator- klaountain@topshammaine.com

Nick Vermette, Part Time - Program Assistant

Gerry Ouellette, Part Time – Program Assistant

Barry Craig, Maintenance Technician

Ray Hanson, Maintenance Technician

SOLID WASTE & RECYCLING

Single sort recycling; though it has its cost has been a good choice for the Town of Topsham. It has allowed us to streamline our operation making it easy to Recycle and lower the amount of MSW (Municipal Solid Waste) while raising our recycling efforts. The new contract for disposal cost has increased considerably this year with Trash going from \$62 a ton to \$92 a ton and Recycling still in a volatile state. We are pulling glass from the waste/recycling stream since it does not end up being recycled. The recycling varies from \$30 a ton to \$150 a ton depending on the markets.

We have had more time to watch over our woodpiles to make sure they meet the standards of the DEP for disposal. This is good because with the DEP rules that govern how we handle wood waste there is a 1.5 % contamination rate on pressure treated wood and other undesirable materials. That is not a lot of room for error and each time we fail that test it can cost the Town \$900 to retest. We recycled 300 ton of wood chips in 2021

The residents of Topsham recycled over 1000 tons of recyclable material this past year, reducing the disposal cost to the Town. Since winning the first Governor's Waste Reduction award in 1993, we have strived to better our operation every year looking for new ways to reduce, reuse and recycle as much as possible. We have added recycling paint through the states paint stewardship program that will take all paint to be recycled or disposed of properly. I cannot believe how much paint we dispose of since we began; this is a wonderful program for the residents of Topsham.

Household Hazardous Waste days in April and October helped to remove many gallons of paint and pesticides as well as hundreds of pounds of pollutants. The Town recycled over 3000 lbs. of Universal Waste such as TVs and monitors as well as mercury devices such as thermometers and PCB ballast, many feet of florescent light bulbs. The Veolia Bulb program we recently started using has saved \$300 per shipment, we no longer pay to dispose of them. Now we just package them up and Fed- X picks them up.

We have added new item "cooking oil" to the list of things being recycled, which is being made into Bio Diesel. This year we recycled 400 gallons of waste oil and cooking oil, the cooking oil we have been paid over a dollar a gallon.

Thanks to the cooperation of the taxpayers of Topsham for without whom we could not have accomplished this difficult task.

The staff of the Solid Waste Facility would like to thank the residents of Topsham for their participation in these programs.

Ed Caron, Solid Waste Director- ecaron@topshammaine.com

Trent Sweeney, Transfer Station Operator

Fulton Hunt, Transfer Station Operator

Police Department

Enforcement related statistics:

The table to the right compares several of this agency's activities over the past 3 fiscal years. The calls for service column represents all police activities to include traffic stops, criminal investigations, summonses, crash investigations, animal control calls, etc. combined.

The table shows *decreases* in total calls for service, police k-9 calls, and traffic enforcement details. There was also an *increase* in criminal charges, and motor vehicle crashes.

The increase in motor vehicle crashes is an issue that is affecting the entire State of Maine. In the last 6 months of FY 22 there were a total of **82** motor vehicle related **fatalities** in the State. This was an increase from **61 fatalities** during the same period in FY21. This escalation can be attributed to an increase in motor vehicle traffic at the end of Covid related quarantines in FY 22, as well as a general increase in motor vehicle speed. Maine currently has the unfortunate distinction of leading all New England states with the number of fatalities per 100,000 people: **Me. 7.4, Vt. 7.1, N.H. 5.3, Ma. 3.3, RI. 2.3.** *No Connecticut statistics available.*

Topsham Police Department	FY20	FY21	FY22
Calls for service	5,303	8,065	6,369
Criminal charges	345	354	414
Traffic Enforcement details	468	1848	869
Traffic stops	2,868	3,791	3,407
Crash investigations	391	358	424
Police K-9 calls	21	49	21
Animal Control complaints	307	289	286

The Topsham Police Department continues to address speed, and other motor vehicle/public safety related complaints, at a local level with directed enforcement activities. Speed enforcement activities were hindered somewhat in FY 22 due to mechanical issues with our speed trailers. One of the trailers shows not only the passing traffic's speed but also tracks and records speeds and times of increased violations. We then use this information to determine when and if enforcement periods are required. Replacement parts have not been readily available due to "Covid related" delays in manufacturing and shipping. This, in addition to personnel issues in our own department have provided challenges, but no excuses, in our efforts to maintain speed enforcement in our community during FY 22.

Personnel Changes:

In October of 2021 Officer Benjamin Cruz was hired to fill a Patrol Officer position for the police department. Officer Cruz resigned from the agency in February to pursue opportunities in other career fields.

In November of 2021 Officer Niko Ruiz was hired as a Patrol Officer for the police department. Officer Ruiz has completed his field training program and is now currently in the Maine Criminal Justice Academy for 18-weeks completing his certification process. Officer Ruiz will graduate from the Academy in December and be a fully certified police officer.

In March of 2021 Officer Mark McDonald resigned from this agency to seek a position in a different career field. Officer McDonald had previously worked for TPD for 3 ½ years before leaving to work for another agency. McDonald returned to TPD in 2018 for approximately 2 ½ years before resigning.

In May of 2022 Officer Ryan Camarda resigned from this agency to take a law enforcement position with another agency. Officer Camarda was hired in April of 2021, and had graduated from the Maine Criminal Justice Academy in December of 21.

The department also hired Officer Justin LaVoie in May of 2022. Officer LaVoie is a Topsham resident, and is currently scheduled to attend the Maine Criminal Justice Academy in January of 2023.

Two new hires in July and August of FY 23 have brought the agency nearly back to full staff with one remaining open position.

Community Outreach:



The police department continued to focus on community involvement in FY 22. Officers took part in various Community wide events from: Big Truck Day, Sand for Seniors, Coffee with a Cop at the Highlands, the 9-11 Anniversary Memorial, Halloween Trick or Trunk event, escorting Santa Claus through town, Easter Egg hunt, Police Department Canine Demonstrations, Memorial Day Parade, and more.

Officers participated in the “No Shave November/December” event and raised \$500 in total. This money was then used to “adopt” a local family for Christmas and provide food and gifts for the single parent and three children. The Topsham “Drug Take Back” events during FY 22 netted 855 pounds of expired and unwanted drugs which was then destroyed.

The Police Department also partnered with the Sagadahoc County Sheriff’s Office, Bath Police Department, and Maine Gun Safety Coalition for a “Gun Give-Back” program. The program works in the same fashion as the “Drug Take Back” program. We routinely take calls from people who are cleaning out a deceased relative’s home and come across firearms. Many of these people are not familiar with firearms, firearms safety, and have no interest in keeping or selling the weapons and a program like this allowed a safe alternative for those persons. Seven (7) handguns were turned in, as well as thirteen (13) rifles. The weapons were then cut up, using torches, and smelted down. The metal was distributed to artisans who make jewelry and other art work. When these items are sold a portion of the profits go back to the Maine Gun Safety Coalition and they use this funding to purchase gun safety locks that are handed out for free State-wide.

The Police Department strives to be involved in our community. Our involvement builds the trust that is a necessity to meet our responsibilities while upholding our core values of Integrity, Service, and Accountability. Please be sure to monitor the Topsham Police Department Facebook page for continual updates on TPD activities and events.

New equipment

The Police Department modified three shotguns that were in our inventory during FY 22 so that they could fire a “bean bag” type round that is meant to temporarily distract or disorient a resistive subject. These less-lethal weapons provide options to our officers, while also expanding the distance at which we could safely address a person who poses a danger to our personnel or others. Later in FY 22 we had the opportunity to acquire five (5) additional less-lethal shotguns from a nearby agency that no longer uses this system. This now places a less-lethal shotgun in every marked Topsham

Police vehicle. While these weapons will not always prove to be the answer to every dangerous situation our officers confront, they do provide another tool or option to bring difficult and dangerous situations to a safe conclusion.



New Program

The Police Department has now partnered with the Sagadahoc Sheriff's Office, and Bath PD, to become involved in a program "Project LifeSaver". This program is designed to help locate individuals with cognitive disabilities that are more prone to wandering off. Project Lifesaver is designed for individuals who may have a diagnosis, such as Alzheimer's, dementia, Down syndrome, or are on the autism spectrum. Individuals who take part in the program wear a small transmitter on their wrist or ankle that's about the size of a watch. That transmitter sends a radio frequency to a receiver that is used by trained law enforcement. The receiver plays audible beeps, which become louder or higher pitched the closer an officer gets to the individual wearing a transmitter. When an individual wearing a transmitter goes missing or wanders off, their caregiver can notify the Sagadahoc County Communications Center and officers can begin their search. Officers Courtney Everett and Jose Gomez have been trained in the program and how to operate the equipment.

Moving forward

FY 23 promises to bring new challenges to the men and women of the Topsham Police Department. We are preparing for these opportunities and will continue to serve this community to the best of our abilities.

Thank you.

Marc Hagan, Police Chief- mhagan@topshammaine.com

William Collins, Police Lt- wcollins@topshammaine.com

Rob Morris, Records Clerk- rmorris@topshammaine.com



INTEGRITY • SERVICE • ACCOUNTABILITY

To Preserve Safety And Security
Within Our Community

Topsham Fire & Rescue

Mission Statement

The Topsham Fire & Rescue Department exists to preserve life and property through superior and proactive, professional services delivered with integrity, courtesy, and compassion.

To achieve this mission, we will do the following:

1. *Promote, through engagement, educational programs designed to increase community members' awareness of issues relating to life safety, fire prevention, and risk reduction.*
2. *Provide the highest level of training to department members in the areas of public education, fire prevention, emergency medical services, fire suppression, and rescue.*
3. *Maintain or decrease response times for emergency medical services and fire/rescue protection.*
4. *Continue to provide adequate staffing levels to meet the demands of the community.*
5. *Provide department members with the necessary equipment and supplies to safely and efficiently perform their duties.*

Vision Statement

To be recognized within our community and beyond for setting and achieving the highest level of standards and performance as an all-hazards response agency.

Covid-19: While Covid-19 was in our last annual report, it is still present and a concern for our members. The community has loosened restrictions, but we continue to follow established guidelines with Covid-19 protocols and protective measures. Our crews are still wearing appropriate personal protective equipment on all medical calls, and additional safety measures when transporting COVID-positive patients. We are proud to report that we have had no major staffing issues due to our employees contracting COVID while at work.

The fire and rescue department purchased a large amount of COVID supplies. We are proud to say that we received reimbursement for these supplies by applying for a grant through the Federal Emergency Management agency. That amount totaled \$6244.28

Equipment: In last year's town meeting and annual report, we added a 3rd ambulance to our fleet. As many of you know, the production of goods has slowed down considerably. We took delivery of this unit in December of 2021 and it went into service in January of 2022. While the third ambulance isn't always staffed, having a third physical truck has been invaluable. On several occasions, off-duty members or Chief officers have been able to staff the third ambulance when we have received 3 ambulance calls at a time. In addition, when one of our ambulances is out of service for maintenance or repair we can still operate with two. This has reduced the number of times we have had to call mutual aid to respond to medical emergencies in Topsham, increasing response times and efficiency.

At the annual town meeting, voters approved a new utility truck to replace the aging squad unit. The squad unit was originally designed as our primary vehicle extrication unit but we have been able to put that equipment on our primary attack engines. Instead of a costly replacement of the squad, we are going to downsize the vehicle, save money, and purchase battery-operated tools. This will enhance our delivery of services. With that being said, we are having difficulty getting bids back for this unit as supply is down. We have also purchased a new skid unit for our brush truck. The brush truck was replaced in 2018, but the skid unit (pump and water tank) was not. We are finally finishing that project.

Staffing: Staffing continues to be the number one priority of this department. As with all public safety jobs and the current workforce climate, maintaining a healthy level of employees to conduct our mission has been a never-ending battle. I will say, that our efforts have been successful compared to other departments in our region and the State. Our full-time personnel have been essential in our efforts to have paramedic coverage on a daily basis. We currently have four full-time staff. Every day one of them is scheduled for 24 hours as our primary Paramedic/Firefighter. We supplement that person by hiring per-diem staff. When we need more resources, we rely on the call crew to respond from home. We have seen a large increase in calls over the last year. We will continue to monitor our staffing levels to ensure we respond to all of our calls with appropriate response times and workloads. We continually work on our mutual aid agreements. In addition to staffing levels, we have paid close attention to our hourly wages for per-diem staff and try our best to ensure that we stay competitive in the market. Recruiting and retaining quality providers is of vital importance.

With the retirement of Mike Labbe, we went through the process of adjusting the job description for his position. When Deputy Labbe was hired as the EMS director it was the result of a merger between Topsham Fire and Topsham Rescue. We changed the EMS Directors' position to a Deputy Chiefs position that has similar responsibilities to the Fire Chief. The Chief administrators handle the day-to-day operations of both the EMS and Fire divisions of our department. The new position has been more operational in nature, responding to calls, and daily interactions with on-duty staff. In August of 2021, we hired Gerard "Gerry" Pineau for this position and he has fit in well. The change in direction has been received well by our staff and has promoted a good working relationship between the employees and administration.

As we move forward, our goal is to always offer the highest level of services to our citizens and the visitors of the Town of Topsham. We will accomplish this by streamlining our operational processes, which produces a more efficient and effective organization. Our efforts in these have shown positive results. We have several documented cases where people's lives and property would be damaged or lost if not for the expeditious, efficient, and effective response of the Topsham Fire & Rescue Department personnel. We accomplish this because members continually strive to give the best possible delivery of our services to the citizens and visitors of our community.

Department Overview:

The Topsham Fire & Rescue Department is 51 members strong. The membership consists of:

1 Full-Time Fire Chief	1 Captain (On-Call)
1 Full-Time Deputy Chief	4 Lieutenants (3 On-Call, 1 Full-Time)
4 Full-Time FF/Paramedics	40 Firefighter & EMS Personnel (On Call, Per Diem)

We operate out of 1 station and staff the following equipment:

3 Basic & Advanced Life Support Ambulances (Not all are staffed daily)	1 Boat
2 Engines	1 Tanker
1 Ladder (Quint)	1 Brush (Forestry) Truck
1 Service Unit	2 Command Vehicles

The department staffs the following Full-Time & Per Diem positions seven days a week to supplement our on-call staff:

- | | | |
|--|-------------------------|-----------------------|
| I Full-Time Fire Chief (8 Hour Days/M-F) | 2 FF/EMT (7 AM – 7 PM) | 2 FF/EMT (7 PM-7 AM) |
| | I FF/EMT (8 AM-6 PM) | I FF/EMT (8 PM -8 AM) |
| I Full-Time Deputy Chief (8 Hour Days/M-F) | I FF/EMT' (8 AM – 4 PM) | |



Incidents:

In our last annual report, we had a call volume increase of 25 calls for that fiscal year. In this past fiscal year, we had an increase of 184 calls. We are currently on pace for 2200 calls for service in this calendar year. That represents a 22% increase, which is significant. We strive to provide timely and efficient responses and continue to do so despite the increase in calls. As the town grows we continue to monitor our call volume to ensure that we can provide the best service possible.

2021-2022

- | | |
|------------------------------------|-------------------|
| Fire/Rescue Requests for Service: | 521 calls |
| Emergency Medical: | 1438 calls |
| Total Requests for Service: | 1959 calls |

2020-2021

- | | |
|------------------------------------|-------------------|
| Fire/Rescue Requests for Service: | 550 calls |
| Emergency Medical: | 1220 calls |
| Total Requests for Service: | 1775 calls |



Fire Prevention/Community Relations:

As the fiscal year came to a close we made plans with the Topsham Police Department to participate in National Night Out. Going forward this event will replace our annual open house. While we do not have a formal open house, the fire station is always open to the public. We routinely give station tours to a variety of entities.



We plan to focus our public education efforts on Kindergarten through 2nd-grade students. We hope that this new course of action will provide a better-rounded fire prevention program for the town. In addition, by enhancing our communities' knowledge, it will promote more lives and property saved. Fire prevention week is October 9th-October 15th and this year's theme is "Fire won't wait. Plan your escape."

We continue to teach several CPR/AED/First-Aid classes. We do bill for classes but try to keep the costs low as getting people educated in CPR is critical to our community. There are not many classes available in this region and we seem to be the only ones actively teaching. Since Jan of 2021, we have taught CPR/AED/First-Aid to 155

members of the public. If anyone is interested in a class, they can reach out to the Fire Department for scheduling.

Inspections:

The fire department continues to be very active with inspections. We routinely inspect the following: certificate of occupancies in new housing projects, liquor license renewals, amusement permits, fire alarm systems, sprinkler systems, new chimneys, new propane fire appliances, new wood-burning appliances, and marijuana facilities. Outside of inspections, we are heavily involved in plan reviews with town staff, and we answer code questions for the public weekly. Working with general contractors and the public on projects will only enhance the safety of our buildings, protecting both the public and our firefighters. We also conduct inspections of all the schools before opening and the schools have been excellent to work with, fixing all of the safety issues we see.

Training:

Training resumed a somewhat normal schedule in 2021-2022. Firefighting is a hands-on profession and requires intense training that can only be mastered by conducting training in context. With the pandemic, we were unable to achieve this type of training. Now that the recommendations have relaxed crews have been able to get outside and train. Training is an integral part of our success. We continue to offer high-quality training while supporting our members with continuing education programs. In addition to daily departmental training, the following achievements are highlighted this past year.

Chief McLaughlin – Masters in Public Administration,

Maine Certified Chief Officer Level III

Nate Berger – Paramedic Licensure

Quinn Healy – Basic EMT

Zach Libby – Firefighter I, II

Julian Speare – Firefighter I, II

Nicole St. Pierre – Fire Officer I, II

Luke Vashon – Fire Service Leadership



Live-In Students:



The department offers a college student live-in program in collaboration with the community college system. We are fortunate to have four of these positions. This program offers to house students at our station who are enrolled in either fire science or paramedicine at Southern Maine Community College. The live-in program provides the students with real-life emergency fire and medical experiences by assisting our on-duty staff during training and emergency responses. Trevor Bailey and Logan Farr both graduated from SMCC and our live-in program. Trevor was hired full-time by the Portland Fire Department and Logan was hired full-time by the Bath Fire Department. Both of these students have

grown tremendously in the two years they spent at Topsham Fire. We are proud of their accomplishments.

Ryanne Leary and Regan Mcatee are our returning 2nd-year students. We added Quinn Healy from Alstead, New Hampshire, and Chase Tybursky from Enfield, Connecticut. Both students are excited to be with Topsham Fire and we look forward to all four of them progressing through our program.

In closing, I would like to remind all the citizens of the Town of Topsham that we are always looking for people to join our organization. From assisting with traffic control, driving fire trucks, fire suppression, driving ambulances, and becoming an EMT, we are likely to have a position for you. We are willing to train the right people for the job. Currently, EMT courses are being offered for free by the State of Maine, so right now is the best time to become an EMT! To learn more about becoming a member of our family, please reach out to us by phone at 207-725-7581 or by email at cmclaughlin@topshammaine.com

Sincerely with my highest regards,

Chris McLaughlin, Fire Chief – cmclaughlin@topshammaine.com

Gerry Pineau, Deputy Chief- gpineau@topshammaine.com

Outstanding Real Estate Taxes June 30, 2022

ALEXANDER STEVEN W	\$1,437.76
ALLEN DANNIELLE	\$1,918.68
ALLISOT KATHERYN E	\$3,080.37
ANDERSON SCOTT HENRY	\$1,506.95
ANIMAL HAUS LLC	\$19.67
APPLIN HILTON H JR	\$3,377.14
ARENSBERG TARA S	\$10.46
ATLANTIC REGIONAL FCU	\$13,480.44
ATRIPALDI VINCENT J	\$10,717.01
BAKER JESSICA L	\$94.02
BANTA ELIZABETH S TRUSTEE	\$1,997.24
BARIBEAU MICHAEL H	\$2,731.41
BARTLETT DWIGHT A	\$4,795.91
BASINET WILLIAM A	\$990.29
BELLEFLEUR BETTINA	\$155.53
BERGERON BONNIE L	\$742.72
BERNIER MAURICE A	\$996.64
BINGHAM LILLIAN B	\$1,718.72
BODWELL WILLIAM E II	\$928.40
BOUCHARD JAMES M	\$654.64
BRENNAN DONALD L	\$1,821.08
BRILLANT JOYCE HEIRS OF	\$3,434.27
BRILLANT MARIE	\$3,159.72
BRILLANT MARIE LMR	\$4,675.30
BROGGER JOHN J II	\$47.07
BURNELL RICHARD Y	\$3,464.42
BURNS RICHARD PAUL	\$1,762.36
BYRAS CONSTANCE M	\$7.14
CAMPBELL VALERIE J - TTEE	\$1,094.76
CARSON PAULA	\$52.37
CASTNER LINDA S	\$369.60
CASTON JEFFERY	\$172.98
CASWELL EDWARD B	\$2,002.79

CENTER PARK REALTY LLC	\$6,752.69
CHAPMAN MAMIE L	\$5.07
CICIOTTE CAROL A	\$1,205.12
CLEWS HENRY M	\$766.52
CLEWS HENRY M	\$3,827.05
CLIFFS EDGE LLC	\$0.04
COLBY RONALD C JR	\$2,516.98
CONTRERAS WILLIAM H	\$2,720.12
COOMBS LINDA M	\$2,832.80
COSTE TIMOTHY LOUIS	\$3,012.13
CPF HIGHLANDS CONDOMINIUM OWNER LLC	\$970.45
CRAM CHRISTOPHER A	\$3,670.73
CREAMER BOWE	\$1,275.68
CROWLEY KEITH	\$353.90
CUNNINGHAM JOHN C JR	\$31.62
DAVIS ELAINE J	\$2,555.07
DAVIS JOHN L JR HEIRS OF	\$2,404.31
DEE STEPHEN F	\$2,176.57
DELCRAFT MAINE LLC	\$190.45
DELGAUDIO ANTHONY J	\$1,536.22
DESCHAINES KRYSTEN	\$56.89
DESMOND EDWARD J	\$2,749.48
DONAHUE CAITLIN	\$1,133.91
DOUCETTE STEPHEN J	\$342.00
DOUGLAS RONALD D	\$1,329.90
DOWLING KARA L	\$5,565.61
DUBAR JOSEPH G	\$58.72
DUBAR KRISTY SUE ANN	\$58.72
EAGER KELLY	\$343.02
EDDY DAVID K & MELISSA L	\$3,366.03
EDDY LLC	\$7,084.37
EFSTATHIOU IAN A	\$141.37
ENRICO LEO J & IRENE C TRUSTEES	\$2,755.82
FENWICK ELIZABETH WEBSTER	\$5,973.47
FORCIER KEVIN R	\$2,532.85

FOSTER LINDA A	\$500.00
FOSTER LINDA A	\$4,524.54
FOUR J LLC	\$3,315.98
FOUR J LLC	\$4,255.54
GLADES ABOVE HOMEPLACE LLC	\$1,217.23
GLIDDEN WILLIAM T JR	\$0.59
GLUMAC ANGEL A	\$1,418.78
GOLDING MALCOLM P III	\$71.88
GOODALL LANDSCAPING INC	\$104.74
GOOGINS CARROLL G HEIRS OF	\$115.85
GORMLEY GEORGE C	\$1,517.96
GRANEY MICHAEL & VERMETTE MICHELLE &	\$401.29
H D DEVELOPMENT OF MARYLAND	\$390.25
HAGAN MARK A	\$2,437.63
HAGAR JOSEPH E	\$112.68
HARMON THEODORE S - TTEE	\$780.30
HARTMAN ZACHARY D	\$687.28
HELD ALLEN	\$1,383.07
HELEN H VIGLIOTTA	\$185.78
HERRICK WENDY J	\$1,360.06
HIGHLAND ESTATES N PHASE IV HOME CORP	\$185.33
HOLSKE LORETTE A	\$945.85
HORNE ROBERT L	\$1,530.66
HORTON ALDEN JR - TTEE	\$1,429.44
HORTON PROPERTIES LLC	\$2,931.98
HOVEY BRANDY FERN	\$441.18
JACKSON JANINE L	\$2,821.69
JAHTWEN LLP	\$62.35
JELLISON YVONNE K	\$4,129.37
JOHNSTON COLLIN A	\$239.68
JONES JASON E	\$4,035.74
KANE JUSTIN R	\$141.24
KASPRAK CHRISTOPHER J	\$16.29
KENNEDY BELINDA J	\$1,022.03
KINNEY GORDON E	\$940.52

KITCHIN SARAH E	\$131.79
KLAIBER HAROLD M	\$4,140.48
KNUDSEN KURT	\$3,693.41
LA ROCHELLE GERALD	\$107.12
LAFLAMME SARA I	\$2.18
LANGELLA MATTHEW M	\$70.56
LENTZ JOHN B	\$988.70
MAINE COMPOUND LLC	\$7,273.22
MANSON HAROLD H III	\$811.22
MANSON HAROLD H III	\$1,047.42
MARIE E WILLARD LIVING TRUST 2001	\$1,688.57
MARSHALL VALERIE THOMAS	\$2,116.26
MARZOCCHI GERARD	\$1,585.41
MCCURDY PRESCOTT	\$85.70
MCDANIEL MARK HEIRS OF	\$44.44
MCLAUGHLIN JOSHUA	\$409.45
MENARD DENNIS	\$1,253.44
MENARD DENNIS P	\$417.44
MENARD DENNIS P	\$1,405.77
MERRILL SCOTT D	\$1,263.93
MINERVINO DAVID	\$377.71
MOFFITT ROBERT J	\$1,114.07
MOGK MARSHA	\$1,459.74
MOODY GEORGE	\$220.59
MUNSEY & DANG LLC	\$25.13
MUNSEY ANDREW P	\$31.50
MUNSEY NANCY A HEIRS OF	\$2,951.82
NAPPI RICHARD A	\$11.09
NLD PROPERTIES LLC	\$4,611.82
NODDIN RICHARD A	\$3,089.89
OAKES ALLEN D	\$96.01
OLAND JOHN T	\$15.00
OLAND JOHN T	\$30.41
OLAND JOHN TIMOTHY	\$5.38
OLESTON PAUL E SR	\$78.08

OLIVER ROGER	\$160.29
OSTROMECKY JOHN R	\$2,358.28
PAINCHAUD ESTATE LLC	\$4,134.13
PALMER GERALDINE F	\$1,860.76
PAPA MARK D	\$2,009.93
PARE NICHOLAS PAUL	\$2,011.84
PARISH LINDA S	\$3,502.51
PATRIOT BRUNSWICK HOLDINGS LLC	\$941.88
PATRIOT BRUNSWICK HOLDINGS LLC	\$1,985.38
PAYNE CHARLES N JR HEIRS OF	\$3,089.89
PEJEPSCOT INDUSTRIAL PARK INC	\$411.03
PEJEPSCOT INDUSTRIAL PARK INC	\$12,087.76
PENDELL SEPTIMA J	\$76.77
PERKINS ROGER	\$22.22
PERKINS ROGER	\$24.60
PERKINS ROGER	\$24.60
PERKINS ROGER	\$26.18
PERKINS ROGER	\$26.18
PERKINS ROGER	\$26.18
PERKINS ROGER	\$27.77
PERKINS ROGER	\$28.56
PERKINS ROGER	\$31.74
PERKINS ROGER	\$58.72
PERKINS ROGER	\$61.10
PERKINS ROGER	\$63.48
PERKINS ROGER	\$77.76
PERKINS ROGER	\$78.55
PERKINS ROGER	\$84.11
PERKINS ROGER	\$327.71
PERKINS ROGER	\$383.26
PERKINS ROGER	\$394.37
PERKINS ROGER	\$404.68
PERKINS ROGER	\$404.68
PERKINS ROGER	\$404.68
PERKINS ROGER	\$405.48

PERKINS ROGER	\$411.03
PERKINS ROGER	\$411.03
PERKINS ROGER	\$414.20
PERKINS ROGER	\$811.75
PERKINS ROGER	\$968.07
PERKINS ROGER	\$2,413.03
PERKINS ROGER C	\$50.78
PICKERING JUNE	\$2,127.43
PIERCE ERIC T	\$755.60
PUSHARD PATSY L	\$652.30
REVELS BETH E	\$2,559.83
REYNOLDS PAMELA	\$2,753.45
REYNOLDS PANDA	\$55.55
RIENDEAU DOROTHY A	\$1,751.61
RKC LIMITED LIABILITY CO	\$3,892.91
ROBERTS PROPERTIES LLC	\$2,376.33
ROBINSON MARK M & ELLIOT H	\$242.81
ROBINSON MARK M & ELLIOT H	\$474.51
ROBLETO PETER J	\$974.42
ROEHRIG GLEN A	\$1,471.15
ROEHRIG PAUL B SR	\$2,244.93
ROSSIGNOL PAUL L	\$2,977.21
SAWYER HERBERT A & ROWENA R - LE	\$274.55
SCARBOROUGH RAVEN	\$80.39
SCHOFIELD KATHLEEN	\$17.46
SCZYMECKI JOHN W	\$51.58
SCZYMECKI JOHN W	\$125.37
SEAMAN GAYLE	\$922.67
SLOCUM KRISTINA L	\$27.69
SMART GARY	\$3,662.80
SPENCE MELISSA	\$104.74
ST PIERRE JOAN A	\$2,412.24
ST PIERRE RAMONA HEIRS OF	\$514.19
ST PIERRE ROGER P HEIRS OF	\$2,794.71
STERLING-GOLDEN MARTHA	\$4,383.29

STEWART HEATHER	\$46.02
STONEWALL INVESTMENTS LLC	\$9.52
STONEWALL INVESTMENTS LLC	\$269.79
STONEWALL INVESTMENTS LLC	\$626.86
STONEWALL INVESTMENTS LLC	\$631.62
STONEWALL INVESTMENTS LLC	\$2,205.13
STRONGHEART REGINA	\$1,782.75
TOBY INVESTMENTS LLC	\$1,745.70
TOMKO PATRICIA J TRUSTEE	\$14.24
TUCK STEPHEN A	\$2,032.15
VALADE RONALD L JR	\$5,168.86
VERMETTE JEFFREY W	\$22.34
VINING BRADFORD E	\$417.10
VOGEL ERIC M	\$3,140.67
VOGEL RUTH M HEIRS OF	\$5,156.16
WARD RICHARD A	\$3,604.08
WEBER JAMES	\$7.71
WEEKS RAYMOND P	\$394.54
WESTWINDS LLC	\$10,494.83
WHITE CHERYL A - TTEE	\$9.00
WHITE CHRISTOPHER D	\$2,294.01
WILLIAMS MICHAEL	\$705.65
WILLIAMS RALPH A	\$1,058.53
WILLIAMS SHELIA QUINLAN	\$3,313.66
WILLIAMSON ROBERT	\$1,963.91
WING RYAN B	\$77.93
YOUNG LUCILLE	<u>\$120.61</u>

Total	\$365,515.11
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FREQUENTLY REQUESTED PHONE NUMBERS



<u>Business Name</u>	<u>Phone Number</u>	<u>Business Name</u>	<u>Phone Number</u>
Police Department Non-Emergency	207-725-4337	Brunswick/Topsham Water District	207-729-9956
Sagadahoc Dispatch Non-Emergency	207-443-9711	Topsham Sewer District	207-798-9749
Superintendent Office SAD #75	207-729-9961	Topsham Post Office	207-725-8243
Mt. Ararat High School	207-729-9961	Brunswick Post Office	207-725-2542
Mt. Ararat Middle School	207-729-2963	Division of Motor Vehicles	207-725-6520
Williams Cone School	207-725-4391	Maine Natural Gas	207-729-0420
Woodside School	207-725-1243	Brunswick Housing Authority	207-725-8711
Tedford Shelter Brunswick	207-729-1161	Social Security Administration	1-800-772-1213
West Bath Court	207-442-0220	Humane Society Brunswick	207-725-5051

Independent Auditor's Report

Select Board and Manager
Town of Topsham, Maine

Opinions

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Topsham, Maine (the Town), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Topsham, Maine, as of June 30, 2022, and the respective changes in financial position and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,

misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, on pages 3 through 9, and the Schedule of the Town's Proportionate Share of the Net Pension Liability, on page 41, Schedule of the Town's Pension Contributions, on page 42, Schedule of Changes in Net OPEB Liability and Related Ratios – MMEHT Group Health Insurance Plan, on page 43, Schedule of the Town's Proportionate Share of Net OPEB Liability and Contributions – Group Life Insurance, on page 44, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Wipfli LLP

Wipfli LLP

December 2, 2022
South Portland, Maine

TOWN OF TOPSHAM, MAINE

Derek Scrapchansky
Town Manager



MANAGEMENT'S DISCUSSION AND ANALYSIS

This Management Discussion and Analysis is an analysis of the financial condition and operating results of the town for the fiscal year ended June 30, 2022 written by the Town Manager. The purpose is to foster increased interest from citizenry and taxpayers and to provide an easily read overview of the town's financial condition in conjunction with the audited financial statements.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of the Town of Topsham exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$23,339,649 (net position). Of this amount, \$9,816,860 (unrestricted net position) may be used to meet the Town's ongoing obligations to citizens and creditors. The Town's total net position increased by \$1,992,233.
- At the close of the current fiscal year, the Town of Topsham's governmental funds reported combined ending fund balances of \$12,642,586, an increase of \$746,842 over the prior year. The amount of \$5,494,675 is the General Fund Unassigned Fund Balance which is available for appropriation in the next budget cycle and represents 22.71% of the total general fund expenditures and transfers.
- The Town of Topsham has \$2,071,994 committed fund balance predominately for Capital projects and \$1,431,101 is restricted for TIFs and Other special revenue funds. \$3,421,516 is assigned for the fiscal year 2022. See Note 8 for details of these funds.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town of Topsham's financial statements. The Town's financial statements are comprised of four components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, and 4) required supplementary information.

Government-Wide Financial Statements: The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner like a private-sector business.

The *Statement of Net Position* presents information on all the Town's assets, deferred outflows, liabilities and deferred inflows, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *Statement of Activities* presents revenue and expenses and shows how the government's net position changed during the most recent fiscal year. All changes in net position are reported in a manner like the approach used by a private-sector business in that revenues are recognized when earned or established criteria are satisfied, and expenses are reported when incurred. Accordingly, revenues are reported even when they may not be collected for several months after the end of the accounting period and expenses are recorded even though they may not have used cash during the current period.

The government-wide financial statements use separate columns and rows to include the financial balances and activities of Topsham Development, Inc., a component unit of the Town of Topsham for financial reporting purposes.

Fund Financial Statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Topsham, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. While generally accepted accounting principles provide for three broad categories of funds (governmental, proprietary, and fiduciary), all the funds of the Town are currently classified as governmental funds:

Governmental funds – Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliations following the corresponding fund financial statements.

Notes to the Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information: Along with this Management Discussion & Analysis, the Town presents several additional pieces of required supplementary information at the end of this report. These schedules provide additional information as called for by the Governmental Accounting Standards Board (GASB) relating to the Town's defined benefit pension plan as well as the Town's other employee benefit plans which provide, some continuing benefits to employees after they retire.

COMPARATIVE DATA

The following tables provide a summary of the Town of Topsham's net position and statement of activities for the year ended June 30, 2022, with comparative data for the previous year. Net position serves as a useful indicator of the Town's financial position. Changes in net position generally indicate the direction (positive and negative) of the Town's financial position over time. Please note that the data which follow are with respect to the Town of Topsham only and do not include any amounts or balances for Topsham Development, Inc.

Condensed Statement of Net Position	Governmental Activities	
	June 30, 2022	June 30, 2021
Assets		
Current and Other Assets	\$ 14,665,884	\$ 13,274,852
Capital Assets	15,881,269	15,870,551
Total Assets	<u>\$ 30,547,153</u>	<u>\$ 29,145,403</u>
Deferred Outflows of Resources	<u>\$ 881,545</u>	<u>\$ 607,191</u>
Liabilities		
Current and Other Liabilities	\$ 1,824,578	\$ 2,115,871
Long Term Liabilities	4,380,134	6,178,659
Total Liabilities	<u>\$ 6,204,712</u>	<u>\$ 8,294,530</u>
Deferred Inflows of resources	<u>\$ 6,204,712</u>	<u>\$ 110,648</u>
Net Position		
Net investment in Capital Assets	\$ 11,873,689	\$ 10,828,448
Restricted	1,639,220	1,704,310
Unrestricted	9,826,740	8,814,658
Total Net Position	<u>\$ 23,339,649</u>	<u>\$ 21,347,416</u>

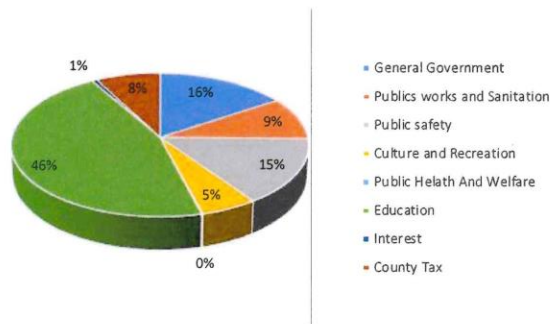
The largest portion of the Town's net position reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* \$9,826,740 (prior year \$8,814,658) may be used to meet the governments' ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town is able to report positive balances in all three categories of net position. The same situation held true for the prior year. The Town's net position increased by \$1,992,233 during the current fiscal year.

	Governmental Activities	
	June 30, 2022	June 30, 2021
Condensed Statement of Activities		
Revenues:		
<i>Program Revenues</i>		
Charges for Services	\$ 1,034,546	\$ 763,462
Grants and Contributions	123,584	1,287,103
<i>General Revenues</i>		
Property and Other Taxes	22,205,386	22,768,913
Grants and Contributions Not Restricted to Specific Program	2,453,113	1,953,398
Unrestricted Investment Earnings	34,243	47,915
Miscellaneous	428,772	746,974
Total Revenues	\$ 26,279,644	\$ 27,567,765
Expenses		
General Government	\$ 3,826,079	\$ 4,793,056
Publics works and Sanitation	2,316,947	1,858,037
Public safety	3,631,650	3,609,581
Culture and Recreation	1,352,335	1,163,934
Public Health And Welfare	27,547	252,720
Education	11,107,652	11,125,204
Interest	142,413	178,378
County Tax	1,882,788	1,828,911
Total Expenses	\$ 24,287,411	\$ 24,809,821
Increase In Net Position	\$ 1,992,233	\$ 2,757,944
Net Position, July 1	\$ 21,347,416	\$ 18,589,472
Net Position, June 30	\$ 23,339,649	\$ 21,347,416

Total expenses June 30, 2022



As the chart on the previous page indicates, education is the department with the largest expenditures at 46%; general government and public safety follow with 16% and 15% respectively.

ANALYSIS OF OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

The Statement of Activities indicates that the total revenues exceeded total expenses by \$1,992,233, resulting in a strong net financial position for the year ended June 30, 2022.

ANALYSIS OF SIGNIFICANT INDIVIDUAL FUND BALANCES, TRANSACTIONS AND CHANGES IN FUND BALANCES

General Fund – Revenues and operating transfers in exceeded expenditures and operating transfers out by \$1,015,005. Unassigned general fund balance decreased from the prior fiscal year by \$1,378,807. In fiscal year 2023, \$3,388,924 is being set to reduce the tax commitment.

All Other Governmental Funds – These funds collectively decreased by \$268,163. This is due to the timing of when funds are set aside, and projects are begun and finished.

GENERAL FUND BUDGETARY HIGHLIGHTS

The final budgeted expenditures and transfers amounted to \$26,698,697 (\$25,018,472 in the prior year). The Department budgets were under spent by \$2,506,695 (\$2,659,913 in the prior year) and revenues were less than the budgeted estimates by (\$300,057) (whereas it was above by \$1,123,003 in the prior year). Increased revenue was due largely to increases in state revenue sharing. Open and vacant positions were a factor in decreased utilization of departmental budgets. This resulted in a net favorable performance against budget this past year in the amount of \$3,447,411 (\$3,460,934 in the prior year.) This healthy surplus allows the town to operate from the fiscal year end to the first property tax payment due date without the need to temporarily borrow money. The Select Board's adopted goal is to maintain a fund balance at approximately 18% of the municipal budget. Amounts in excess of this level would be used to reduce the amount of taxation, and to fund capital expenses.

Property Values

Again, this past year, property values in Town have increased organically – based on a healthier real estate market. The taxable assessed value increased approximately \$119 million during the year ended June 30, 2022.

We continue to work to keep Topsham a desirable place to live and work. Providing amenities consistent with the 2019 Comprehensive Plan, increasing our investment in road maintenance and reconstruction, and our professional delivery of first responder services, is matched by our efforts at keeping our commercial areas up to date, making Topsham a desirable place to live and work. While there are costs associated with all these efforts, there are also multiple benefits to the community, in higher values, and more diversity in our tax base. We have put in place a regulatory system that sets high standards for growth, but also one that establishes a reliable protocol for permits and reviews. When vacancies have appeared, they have generally been filled in a timely manner. It is important to note that Topsham's tax collection rate continues to be high, at 98%.

Revenue Sharing

For FY 22 State Municipal Revenue Sharing receipts increased over FY21 by \$571,495 for a total of \$1,643,498.

Capital Investment Plan

Our capital investment plans are changing over time. As our debt service continues to decline, we are left with a greater financial ability to pay for our equipment without incurring additional debt. This has also enabled us to pursue a more robust capital improvement program.

We are also focused on our facilities; making sure that we allocate funds for maintenance and replacement of major capital features – roofs, furnaces, HVAC systems, etc.

Municipal TIFs

Over the years, there have been a lot of discussions in Topsham about our Tax Increment Financing Districts (TIFs). A TIF district freezes the value of a piece of property for a period of time. During that period, the owner continues to pay real estate taxes on that original property value, and that amount stays with the Town. As the value of the parcel(s) increases over time, the taxes on the increased value are treated differently, based on an agreement made between the owner, the town, and the State.

For example, in a case where a property owner has made a significant investment to create jobs, a portion of that increased tax revenue may be refunded to the developer, and the remainder stays with the Town. In the case of Municipal TIF Districts, the increased tax revenues stay with the Town, under a special designation.

If the Town uses its share of the tax revenue for certain uses – economic development related issues (sheltered) – then the property value is not included in the Town’s state valuation. Reduced state valuation translates in higher aid for education and lower county tax bills.

The use of the TIF proceeds are determined by the terms of the agreement between the Town and the State and in some circumstances the owner of the property.

CAPITAL ASSETS AND DEBT

Capital Assets

Current year additions to capital assets totaled \$1,232,441. Paving is only considered an addition to capital assets when significant reconstruction performed. Total depreciation charged to capital assets was \$1,206,211.

Debt

General obligation debt of the Town decreased by \$1,044,403 during the current year. This was all due to scheduled retirements. The remaining items of long-term debt: Lease purchase agreements, Net pension liability, Net OPEB liabilities and Compensated absences increased (decreased) by \$7,899, (\$1,695,081), (\$125,258) and \$13,040 respectively.

NEXT YEAR'S BUDGET AND RATES AND FUTURE DEVELOPMENTS

The annual town meeting was held on May 25, 2022 at the Orion Center located at the Mt. Ararat Middle School.

Taxable valuation in the town increased from \$1.263 billion to \$1.417 billion from fiscal year 2022 to fiscal year 2023. An increase of \$154 million.

Estimates for State of Maine revenue sharing increased \$412,670 from \$1,292,242 to \$1,704,912.

Unassigned fund balance of \$3.388 million was used to reduce the amount of taxation needed.

The following shows the history of the Town's mil rate and total budgeted expenditures for school, municipal and county government:

Year	Mil Rate	Budget
2013	\$ 16.21	\$ 18,347,241
2014	\$ 16.65	\$ 19,348,010
2015	\$ 17.33	\$ 19,753,375
2016	\$ 17.96	\$ 20,907,970
2017	\$ 17.99	\$ 21,514,063
2018	\$ 18.12	\$ 23,141,319
2019	\$ 18.12	\$ 23,867,908
2020	\$ 18.73	\$ 25,688,217
2021	\$ 17.86	\$ 26,364,913
2022	\$ 15.87	\$ 26,756,663
2023	\$ 14.42	\$ 29,619,778

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the Town's Finance Director, 100 Main Street, Topsham, Maine 04086-1209.