

**SELECT BOARD MEETING  
JANUARY 15, 2026; 6:30 P.M.  
DONALD A. RUSSELL MEETING ROOM  
AND VIA ZOOM**

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**MEMBERS PRESENT:** Roland Tufts  
Ryan Holmes  
David Kenney  
Mike Labbe

**MEMBER(S) ABSENT:** Ann Callahan

**STAFF PRESENT:** Town Manager, Mark Waltz; Assistant Town Manager, Jeffrey Emerson; Town Planner, Josh Franklin

A meeting of the Topsham, Maine Select Board was held on Thursday January 15, 2026, in the Donald A. Russell Meeting Room at the Municipal Building and via Zoom for members and/or interested citizens. The Board first met at 5:30 p.m. to conduct interviews for boards and committees. Chair Tufts called the regular meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE/ROLL CALL**

Everyone was invited to stand and recite the Pledge of Allegiance to the Flag. Roll Call was taken, and it was noted that all Board members were present, except for Ms. Callahan, who had been excused.

**TOWN MANAGER'S REPORT**

- A reminder that dogs need to be registered by January 31st to avoid a late fee – and late registrants cannot have their dogs get a moment of fame on our sign.
- On Wednesday, January 21st, the New Frank J. Bridge will be one-way (Topsham to Brunswick) from 8:30 AM to Noon for an inspection.
- It appears our January thaw is about to end. A reminder that if someone heats with wood and needs assistance, the MidCoast Wood bank has some emergency wood in crates at the Transfer Station gate for taking and can be reached at 829-6222 to request a larger amount.
- Town Office will be closed on Monday, January 19, 2026 for Martin Luther King Day

Mark Waltz  
Town Manager

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

**PUBLIC COMMENT** – Board member Kenney said the Fire Department did a fantastic job responding to a recent fire in Town. He said the Interim Fire Chief did an A-plus job.

Also, Mr. Kenney said he witnessed our Town Clerk helping a lady put stickers on her car, and thought that was a very nice thing to do. Town Manager Waltz said he will pass along the positive report.

**CORRESPONDENCE** – None noted.

**ADJUSTMENT TO THE AGENDA** - The Board agreed to add Agenda Item 26-07:  
**26-07 - CONSIDERATION AND ANY APPROPRIATE ACTION ON SETTING DATE FOR INTERVIEWS FOR VACANCY ON SCHOOL BOARD AT M.S.A.D. 75**

**CONSENT CALENDER**

1. **APPROVAL OF THE MINUTES OF THE REGULAR SELECT BOARD MEETING HELD DECEMBER 18, 2025**

Motion was made by Mr. Holmes, seconded by Mr. Labbe, and it was unanimously, of those present,

**VOTED**

To approve the minutes of the December 18, 2025 meeting as presented.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None noted.

**OLD BUSINESS** – None noted.

**NEW BUSINESS**

**26-01 CONSIDERATION AND ANY APPROPRIATE ACTION ON A PROPOSAL FROM TDI TO ISSUE AN RFP FOR AN UPDATED TRAFFIC STUDY OF THE TOPSHAM FAIR MALL ROAD**

Steve Pelletier, Chair of TDI, proposed that TDI revamp the 2014 Traffic Plan for the Topsham Fair Mall Road as the current plan is out of date, especially since the addition of the Market Basket traffic. He said TDI is looking for approval from the Select Board to issue requests for proposals. Cost of the updated plan is expected to run between \$25,000 to \$40,000.

It was suggested that TIF funds are available for such a project and could be used to cover the cost.

Motion was made by Mr. Holmes, seconded by Mr. Kenney, and it was unanimously, of those present,

**VOTED**

To approve that TDI issue an RFP for an updated Traffic Study of the Topsham Fair Mall Road.

**26-02 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPLICATION FOR A GAME OF CHANCE CONDUCTED BY THE AMERICAN LEGION POST 202 IN TOPSHAM**

Town Clerk Amanda Campbell said an application has been received from the American Legion Post 202 requesting that the Board approve a game of chance they would like to conduct on Monday through Sunday from 1:00 p.m. to 5:00 p.m. from January to December. The game is cribbage played on a cribbage board and needs to be approved by the Select Board to satisfy State of Maine requirements.

Motion was made by Mr. Holmes, seconded by Mr. Kenney, and it was unanimously, of those present,

**VOTED**

To approve the application for a Game of Chance (Cribbage) conducted by the American Legion Post 202.

**26-03 CONSIDERATION AND ANY APPROPRIATE ACTION TO SET A FEE FOR CLERK'S OFFICE TO PERFORM WEDDING CEREMONIES**

Town Clerk Amanda Campbell spoke at the meeting saying the Clerk's office issues Marriage Licenses and Marriage Certificates, but does not perform the actual ceremony. She asked the Board to approve the Clerk's office to perform wedding ceremonies and charge a fee of \$75.00 for same.

Following discussion, motion was made by Mr. Holmes, seconded by Mr. Labbe, and it was unanimously, of those present

**VOTED**

To approve Marriage Ceremonies to be performed at the Municipal Office by those appropriately licensed and to charge a fee of \$75.00 for same.

**26-04 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPROVAL OF THE COMPLETED COMMITTEE PROJECT PARTNERSHIP FORM FROM THE CONSERVATION COMMISSION**

This past summer, students from Bowdoin College updated the 2010 Natural Areas Plan with the most recent Environmental, Land Use, zoning/ordinances and climate vulnerability data. The 2010 Plan was adopted at the 2010 Town Meeting. The plan was updated to align with the most recent Comprehensive Plan.

Mr. Holmes asked if the Conservation Commission planned to look for grants or other ways to obtain funds for this project or were they looking for the whole dollar amount to come from the

Town's budget? Response was that the Commission would like to seek a portion of the funds from the Town, while they are searching for grants. Town Manager Waltz said he would like to get the tax percentage at 4%, but was going to bring to the Board and Finance Committee four separate requests for funds:

1. The Conservation Commission would like to sell using the Town's money while they are waiting for approved grants.
2. The Police Department would like funds to replace the bite dog.
3. Police Department is asking permission to bring the cruisers to their homes.
4. TDI would like some help to pay for MidCoast Council of Governments to seek some MidCoast development opportunities.

Mr. Holmes asked Town Planner Franklin if he was comfortable with the proposed 15 hours of work from the Planning Department. Mr. Franklin responded that he was comfortable with the time scheduled for work in the Planning Department. No dollar amount was decided on at the meeting. It was suggested that the Open Space fund might be able to provide an amount, with Town Manager approval.

Motion was made by Mr. Holmes, seconded by Mr. Labbe, and it was unanimously, of those present,

**VOTED**

To approve the Completed Committee Project Partnership Form from the Conservation Commission.

**26-05 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPOINTMENT TO THE PLANNING BOARD**

Agenda Item 26-05 was tabled.

**26-07 CONSIDERATION AND ANY APPROPRIATE ACTION ON SETTING DATE FOR INTERVIEWS FOR VACANCY ON SCHOOL BOARD AT M.S.A.D. 75**

February 4, 2026, at 3:00 p.m. was established as the deadline for candidates to submit their application to fill the vacancy at M.S.A.D. 75 School Board for the remaining term. Interviews will take place on February 19, 2026.

Motion was made by Mr. Holmes, seconded by Mr. Kenney, and it was unanimously, of those present,

**VOTED**

To set the deadline of February 4, 2026 at 3:00 p.m. for candidates to return their application to fill the remaining term on the M.S.A.D. 75 School Board.

**EXECUTIVE SESSION**

**26--06 ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE M.R.S.A. §405 (6)  
(A) TO DISCUSS PERSONNEL MATTERS**

At 7:00 p.m., motion was made, seconded, and it was voted to enter into Executive Session. Those attending the Executive Session included the Town Manager, assistant Town Manager Emerson, Select Board members Roland Tufts, Ryan Holmes, David Kenney and Mike Labbe.

At 7:36 p.m., motion was made by Mr. Holmes, seconded by Mr. Kenney, and it was unanimously

**VOTED**

To come out of Executive Session and return to the regular meeting.

No action was taken as a result of the Executive Session.

**ADJOURN**

Motion was made by Mr. Labbe, seconded by Mr. Ryan, and it was unanimously

**VOTED**

To adjourn the meeting at 7:36p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary