

**APPROVED 1/15/26**

SELECT BOARD MEETING  
DECEMBER 18, 2025; 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; Fire Chief Chris McLaughlin

A meeting of the Topsham, Maine Select Board was held on Thursday December 18, 2025, in the Donald A. Russell Meeting Room at the Municipal Building and via Zoom for members and/or interested citizens. The Board met at 5:50 p.m. to conduct an interview.

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.

**TOWN MANAGER'S REPORT**

- Congrats to MDOT and Reed & Reed for getting the new bridge open. It's a very attractive structure and it's great to have two-way traffic again.
- The lights are still in the process of getting wired up including conduit that will be installed in the ground. They hope to have them operational shortly after the new year.
- It's time to register your dog! Come get your beloved pet registered and if you want to share a picture it can have some fame on our sign. Thanks to our Planner Josh for the sign work.
- Town Offices and the Transfer Station will be open regular hours on Christmas Eve and closed on Thursday 12/25 and Friday 12/26.
- The transfer station will be open for disposal of all your Christmas packaging on Saturday 12/27.

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- Town Offices and the Transfer Station will be closed Thursday, 1/1/26 and there will be no Select Board meeting that night. Town Offices and Transfer Station will reopen on Friday 1/2.
- Finally, we'd like to express the Town's condolences to Bailey Cloutier's family. Cancer took her life much too early. Bailey's Dad, Phil, is our Public Works Foreman and she grew up around the department. Her loss hit the crew hard. I'd like to recognize their professionalism, because except for Phil, they were all working the storm Sunday which was supposed to have ended quickly and not accumulate but instead lasted most of the day.

Good evening:

Mark Waltz, Town Manager

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

**PUBLIC COMMENT** – None noted.

**CORRESPONDENCE** – None noted.

**ADJUSTMENT TO THE AGENDA**

Agenda item 25-112 **CONSIDERATION AND ANY APPROPRIATE ACTION PURSUANT TO 22 M.R.S.A. SEC. 4302, AMANDA CAMPBELL AND ELIZABETH REEVES ARE DESIGNATED AS THE GENERAL ASSISTANCE ADMINISTRATORS FOR THE TOWN OF TOPSHAM, TO SERVE WITHOUT BOND** was added.

**CONSENT CALENDER**

1. **APPROVAL OF THE MINUTES OF THE REGULAR SELECT BOARD MEETING HELD DECEMBER 4, 2025**

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

**VOTED**

To approve the minutes of the December 4, 2025 meeting as presented.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None noted.

**OLD BUSINESS** – None noted.

**NEW BUSINESS**

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**25-105 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPLY FOR THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT FOR UP TO \$40,000 FOR A UTV**

Fire Chief, Chris McLaughlin said he was thankful for the past Firehouse Subs Public Safety Foundation grant. He introduced Duffy St. Pierre who urged the Board to approve the acceptance of the grant and said doing so will not cost the Town anything.

Board member Holmes inquired what the cost will be for repairs to the UTV such as tires, etc. No one responded. Mr. St. Pierre said they are looking at a UTV at Topsham Tractor hoping to keep the business local. Mr. Kenney asked if the \$40,000 will include extra training.

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

**VOTED**

To grant permission to apply for the Firehouse Subs Public Safety Foundation for up

**25-106 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ACCEPTANCE OF A DONATION OF 4 GIFT CARDS FOR \$500.00 EACH TO CROWLEY ENERGY FOR THE PURCHASE OF HEATING OIL FROM MORNINGSTAR STONE AND TILE**

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

**VOTED**

To accept the donation of 4 Gift Cards, \$500.00 each, from Crowley Energy for the purchase of Heating Oil from Morningstar Stone and Tile.

**25-107 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF BENJAMIN WHATLEY AND NADIA RAYNOR TO THE BICYCLE AND PEDESTRIAN COMMITTEE**

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

**VOTED**

To appoint Benjamin Whatley to the Bicycle and Pedestrian Committee.

**25-108 CONSIDERATION AND ANY APPROPRIATE ACTION ON CONTRACTING WITH LINDA DUMONT FOR CONSULTING SERVICES ON GENERAL ASSISTANCE MATTERS**

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During discussion it was noted that Amanda Campbell has had State training, but not on General Assistance. This training is important in order to meet regulations. Discussions have been held with Linda Dumont and Ms. Dumont has agreed to be available as needed on call for \$120.00 a week. This money can be paid from the budget.

Mr. Holmes asked if it would be better to set up an hourly rate. The Town Manager said this can be considered if needed. Question was asked if there was a contract in place. Response was that a contract will be developed.

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

**VOTED**

To contract with Linda Dumont for consulting services on General Assistance Matters.

**25-109 CONSIDERATION AND ANY APPROPRIATE ACTION TO SELECT A TEDFORD ROAD SIDEWALK ENGINEERING PROPOSAL**

The Town Manager said we need to get a design for the sidewalk. There will be drainages to add. The road is narrow and the road will have to be moved to one side, so we are actually rebuilding the road. Public Works Director Dennis Cox advised to do the job right and go down 18-inches with gravel for a solid base. Wright-Pierce estimated that the project may cost \$2 to \$3 million dollars. We are hoping it will not cost that much. The Sewer District is not interested in helping. The Water District had plans to replace the water line in the future but now are considering joining in now and getting it done.

Two years ago, \$300,000 was set aside for this project. If estimates come in for \$1 million, we could do the project this summer. In reviewing the RFP's, the Review Committee feels that BH2M is the best firm to do the job.

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

**VOTED**

To accept the bid from BH2M in the amount of \$55,000 for the Tedford Road Sidewalk Project.

**25-110 CONSIDERATION AND ANY APPROPRIATE ACTION ON REQUESTS FOR FINANCIAL SUPPORT FROM NONPROFITS**

Town Manager Waltz noted that periodically calls are received from non-profit organizations asking for donations. The Town does not donate directly as we try to keep taxes as low as possible. That way, people can donate to whoever they choose.

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The Town Manager asked the Board how they want to handle response to the letter received asking for support. The Board responded that perhaps a policy should be developed so non-profits would understand where we stand on the subject. It was unanimously agreed that it was not a good idea to start donating to non-profits.

Agenda Item 25-110 was tabled until the Town manager can come back to the Board with a policy regarding non-profit donations.

**25-112 CONSIDERATION AND ANY APPROPRIATE ACTION PURSUANT TO 22 M.R.S.A. SEC. 4302, AMANDA CAMPBELL AND ELIZABETH REEVES ARE DESIGNATED AS THE GENERAL ASSISTANCE ADMINISTRATORS FOR THE TOWN OF TOPSHAM, TO SERVE WITHOUT BOND**

It was noted that with the retirement of Linda Dumont, the Town needs to formally appoint new General Assistance Administrations. Town Clerk Amanda Campbell and Community Paramedic Elizabeth Reeves have been undergoing training for the position.

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

**VOTED**

Pursuant to 33 M.R.S.A. Section 4302, Amanda Campbell and Elizabeth Reeves are designated as the General Assistance Administrators for the Town of Topsham, to serve without bond.

**EXECUTIVE SESSION**

**25-111 ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 1 M.R.S.A. §405 (6) (A) TO DISCUSS PERSONNEL MATTERS**

At 7:27. 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 7:45 p.m., motion was made by Mr. Kenney, seconded by Mr. Labbe, 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. Kenney, seconded by Mr. Labbe, and it was unanimously

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**VOTED**

To adjourn the meeting at 7:46 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary