

SELECT BOARD MEETING
APRIL 2, 2026; 6:10 P.M. INTERVIEWS FOR BOARDS
AND COMMITTEES IN CONFERENCE ROOM
6:30 P.M. REGULAR MEETING IN
DONALD A. RUSSELL MEETING ROOM AND VIA ZOOM

MEMBERS PRESENT: Roland Tufts
Ann Callahan
Ryan Holmes
David Kenney
Mike Labbe

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Mark Waltz; Assistant Town Manager, Jeffrey Emerson; Parks and Recreation Director, Pam LeDuc

A meeting of the Topsham, Maine Select Board was held on Thursday April 2, 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 5:45 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.

TOWN MANAGER'S REPORT

- Maine DOT has done an acoustic review of the proposed Route 196 widening. They have altered their proposed plan to plant more trees. They are taking public comments on the revised plan through April 17th. A link to the public notice can be found on the Town's website under the Public Notice Section.
- Congratulations to Rusty Cloutier who will retire from our public works department on April 9th. Rusty worked many long snowstorms for the Town and took great pride in trying to make Topsham's roads the clearest around.
- If it was Christmas time, I'd say this to music, but we're looking for:
 - o 3 Police Officers
 - o 2 Public Works Truck Driver/Laborers
 - o 1 Firefighter /Advanced EMT
 - o 1 Parks & Rec Technician

Mark Waltz
Town Manager

BOARD AND COMMITTEE REPORTS AND UPDATES - None noted.

PUBLIC COMMENT – Laura DeGrace said she has a comment but will state same via Zoom at the next Select Board meeting on the 16th of April.

CORRESPONDENCE – None noted

ADJUSTMENT TO THE AGENDA – It was unanimously agreed to add Agenda Item 26-41.

26-41 CONSIDERATION AND ANY APPROPRIATE ACTION TO ADD THE FOLLOWING ARTICLE TO THE PROPOSED MAY 13, 2026 SPECIAL TOWN MEETING WARRANT – ARTICLE 13 TO SEE IF THE TOWN WILL VOTE TO AUTHORIZE UP TO 74,000.00 TO BE SPENT OUT OF THE TOPSHAM FAIR MALL AREA TRAFFIC IMPACT FEE FUND FOR THE PURPOSE OF CONSTRUCTING A SIDEWALK AT THE WESTERN END OF PARK DRIVE AT THE DISCRETION OF THE SELECT BOARD

CONSENT CALENDER

APPROVAL OF THE MINUTES OF THE REGULAR SELECT BOARD MEETING HELD ON MARCH 19, 2026

Motion was made by Board member Callahan, seconded by Board member Labbe, and it was unanimously (of those present)

VOTED

To accept the minutes of March 19, 2026, meeting in the second draft.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

26-33 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING DONATION OF TIME AND EFFORT FROM THE AMERICAN LEGION POST 202 AND THEIR BOY SCOUT TROOP TO CONSTRUCT SOFTBALL DUGOUTS AT THE RIVERSIDE SOFTBALL FIELD

Parks and Recreation Director Pam LeDuc noted that this project (building a set of Dugouts for the Girl’s Softball Field at the Riverside Softball Field has been on our list for Capital Improvements for some time but has never been a priority with all the other needs the Town has had.

Jim Burak, Commander of the American Legion Post 202 asked for approval to make plans to have Legion Members and Boy Scouts help in building the two dugouts. Some materials will be supplied from donations and approximately \$4,000 will come out of Recreation Maintenance funds.

Motion was made by Ann Callahan, seconded by Ryan Holmes, and it was unanimously

VOTED

To accept the donation of time and effort from the American Legion Post 202 and their Boy Scout Troop to construct two softball dugouts at the Riverside Softball Field with the condition that the Legion provide appropriate insurance coverage.

26-34 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENDORSEMENT OF BRIDGE ADVISORY COMMITTEE NAME FOR THE NEW BRIDGE

It was noted that at the last meeting of the Board, the Bridge Advisory Committee requested that the Brunswick Town Council and the Topsham Select Board endorse the name “Pejepscot Falls Bridge” for the new bridge. As requested at that meeting, I checked with the Town of Brunswick to see how they are intending to proceed with the request. The endorsement of the request (as opposed to soliciting other names) is planned to be on the Brunswick Town Council Agenda for Monday, April 6, 2026. Ultimately, it is up to the Legislature to choose the name.

Town Manager Waltz asked the Board if they wanted to endorse the name recommended by the Bridge Advisory Committee. Following discussion, motion was made by Ms. Callahan, seconded by Mr. Labbe and it was unanimously

VOTED

To support the Bridge Advisory Committee’s suggestion to name the new bridge “Pejepscot Falls Bridge.”

26-35 CONSIDERATION AND ANY APPROPRIATE ACTION TO AUTHORIZE THE TREASURER TO CONVEY THE REAL PROPERTY LOCATED AT 6 MAIN STREET TO SUSAN O. FARNSWORTH AND LISA A. ZLOMKE PROVIDED THAT THE SUM OF \$12,488.53 IS PAID BY APRIL 6, 2026

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

VOTED

To authorize the Treasurer to convey the real property located at 6 Main Street to Susan O. Farnsworth and Lisa A. Zlomke, provided that the sum of \$12,488.53 is paid by April 6, 2026.

26-36 CONSIDERATION AND ANY APPROPRIATE ACTION ON DIRECTION WITH THE COMMITTEE REAPPOINTMENT PROCEDURE

It was noted that we are closing in on the first year since the Board and Committee Policy was instituted. Town Manager Waltz said it appears that all current committee members have exceeded the minimum attendance requirements. In the recent past the Executive Assistant, Rose Woodd has contacted committee members with expiring terms on standing committees to see if they desire to continue, they have been appointed by the Select Board.

Town Manager Waltz said directions are being requested on how to proceed with the reappointment season. Should we (as was done at other times in the past) post in our May Cryer advertisements of the number of potential vacancies on each board and accept applications, as well as find out which committee members with expiring terms have an interest in continuing. If the incumbent does not wish to continue and/or we have applications from others interested in serving, we could schedule interviews and allow the Board to select a candidate.

Citizen Nancy Randolph asked to speak and said there are people out there who are not aware of positions that are open. She spoke in favor of advertising positions in The Cryer.

Following discussion, motion was made by Mr. Holmes, seconded by Ms. Callahan, and it was unanimously

VOTED

To direct the Town Manager to advertise any potential openings and committee positions and have the application received by May 20, 2026.

26-37 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF ROGER SIROIS TO THE TOPSHAM DEVELOPMENT, INC. BOARD

Motion was made by Ms. Callahan, seconded by Mr. Holmes, and it was unanimously

VOTED

To appoint Roger Sirois to Topsham Development, Inc. Board.

26-38 CONSIDERATION AND ANY APPROPRIATE ACTION TO ADOPT THE PROPOSED CHANGES IN THE FAMILY MEDICAL LEAVE SECTION OF THE TOWN OF TOPSHAM PERSONNEL POLICY

Town Manager Waltz noted that Maine’s new Paid Family Medical Leave Program begins on May 1, 2026. The Town needs to begin paying 1.05% of payroll as premium to Guardian Life once the new coverage goes into effect on 5/1/26.

Two changes to the personnel policy, in order to align it with the union contracts and maintain the same benefits for union and non-union personnel were discussed:

F. FAMILY MEDICAL LEAVE

1. *“The Town shall comply with all provisions of the federal and state Family Medical Leave Acts. When an absence has been designated as Family Medical Leave, both paid leave and unpaid leave are counted as part of the twelve week per year leave period.*
2. *The Town of Topsham follows the Maine Paid Family Medical Leave Law (26 M.R.S.A. §850-A though §850-R) The Town’s Maine Paid Family Medical Leave program is administered by the Guardian Life Insurance Company. In accordance with Maine law, employees will pay one-half (1/2) of the cost of the Maine Paid Family Medical Leave tax, up to a maximum of 0.5%.”*

Following discussion, motion was made by Ms. Callahan, seconded by Mr. Holmes, and it was unanimously

VOTED

To adopt the proposed changes in the Family Medical Leave and Disability Leave sections of the Town of Topsham Personnel Policy

26-39 CONSIDERATION AND ANY APPROPRIATE ACTION TO INCLUDE A WARRANT ARTICLE WHICH WOULD ALLOW THE SELECT BOARD TO FINALIZE NEGOTIATIONS AND EXECUTE THE PROPOSED AGREEMENT WITH THE TOPSHAM FAIR REGARDING THE ACQUISITION OF A RIGHT OF WAY TO THE TOWN LAND WHICH IS THE PROPOSED COMMUNITY CENTER SITE

Town Manager Waltz said a draft agreement has been prepared by the Town Attorney's, which would commit the Sagadahoc County Agricultural and Horticultural Society, Inc. (Topsham Fair) to grant an easement to access the Town property proposed to be used for the Community Center. The Topsham Fair agreed to grant an easement, but only if the Community Center project moves forward. The Topsham Fair Board of Directors have reviewed the agreement and the only thing they asked is that the right-of-way be as close as possible to the northern border of the fair property in order to avoid bisecting their property. This request is included in the draft. Town meeting authority will be needed for the Town to execute the agreement.

The Topsham Fair would provide the road which we would build. The Town would let them use the water and sewer and the Town would provide a gate to the driveway. The Town would also provide EMS coverage.

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

VOTED

To include a warrant article which would allow the Select Board to finalize negotiations and execute the proposed agreement with the Topsham Fair regarding the acquisition of a right of way to the Town land which is the proposed Community Center site.

26-40 CONSIDERATION AND ANY APPROPRIATE ACTION TO HOLD A PUBLIC HEARING ON THE PROPOSED MAY 13, 2026, SPECIAL TOWN MEETING WARRANT ON APRIL 16, 2026, AT 6:30 P.M.

The warrant was included in the Board package. A memo accompanied the warrant from the Town Manager explaining some of the articles. The entire warrant has been sent to the Town Attorney for review. It contains "Ought to Pass" notes after most of the articles because that is the expected recommendation.

Motion was made by Ms. Callahan, seconded by Mr. Holmes, and it was unanimously

VOTED

To hold a Public Hearing on the proposed May 13, 2026, Special Town Meeting Warrant on April 16, 2026, at 6:30 p.m.

26-41 CONSIDERATION AND ANY APPROPRIATE ACTION TO ADD AN ARTICLE TO THE PROPOSED MAY 13, 2026, SPECIAL TOWN MEETING WARRANT

Public Works Director Hunter suggested a section of the sidewalk across from the proposed housing project at the end of Park Drive by the Goodwill Store could be completed by the Public Works Department. Mr. Hunter said the department would complete the job, but it will cost for materials and some contractors. There are a couple curves and two hills. It will need a gravel base and add a couple layers of pavement. Finally, some rip rap and landscaping will need to be done. The additional cost to the department will be approximately \$40,000. It was noted there is a fund of \$74,000 available that could be used. The Town Manager said the money is to be used for roadwork and road improvements from the Topsham Fair Mall impact fee.

Motion was made by Ms. Callahan, seconded by Mr. Kenney, and it was unanimously agreed to add the following article to the proposed May 13, 2026, Special Town Meeting Warrant:

TO SEE IF THE TOWN WILL VOTE TO AUTHORIZE UP TO \$74,000.00 TO BE SPENT OUT OF THE TOPSHAM FAIR MALL AREA TRAFFIC IMPACT FEE FUND FOR THE PURPOSE

OF CONSTRUCTING A SIDEWALK AT THE WESTERN END OF PARK DRIVE AT THE DISCRETION OF THE SELECT BOARD

EXECUTIVE SESSION – None noted.

ADJOURN

Motion was made, seconded, and it was unanimously

VOTED

To adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary