

Topsham Development Inc.  
Minutes of July 17, 2024 Board Meeting  
7:30 AM

Attendance:

*Board Members Present:* Peter Picirillo, Curt Neufeld, Andrew Sturgeon, Dan Catlin; Brian Robinson (via Zoom); Steve Pelletier; Chris Wasileski (via Zoom)

*Absent:* John Hodge, Nate Cloutier

*Staff Present:* Mark Waltz, Rithmaka Karunadhara (Intern)

The meeting was called to order at 7:30 AM. The following business was conducted:

*Approval of Minutes:* The minutes of the June 19, 2024 meeting were approved without changes.

*Treasurer's Report.* Brian reported that TDI has \$314,632.19 in total funds (combination of checking and CD's). Brian reported that he moved accrued interest to the checking account which flows to an ICS product to keep funds insured. Brian will send out the completed Form 990 tax return and pay Smith & Associates' bill of \$680.00 to prepare the tax return. Brian reported that the account signatories need to be updated to the current officers. The treasurer's report was approved.

*Board Membership:* Dan Catlin was welcomed to his first official meeting. Other potential board members were discussed and members offered to reach out to determine interest.

*CPIC Update.* Andy provided an update on what is happening with the ReCode: Coffee with ReCode was ongoing and Codes Enforcement Officer Tom Lister was presenting his comments to CPIC. There was discussion about Curt and Chris Belanger preparing some hypothetical development plans for a workshop with CPIC and perhaps the planning board in an effort to better understand how the new code would work and perhaps identify further recommendations for changes.

*Economic Priority Plan.* There was discussion about preparing an economic priority plan which led into an update on the request to have Wright-Pierce estimate work and costs

necessary to expand water and sewer west of I-295, the Crooker area and the Topsham Annex. Wright-Pierce's cost is \$75,000 to do the study. Curt reported that meetings with the Brunswick-Topsham Water District and Topsham Sewer District resulted in interest and support for the project and commitments to pay \$5,000 each towards costs (BT Water District was subject to board approval). It was agreed that TDI would present to the Select Board on 8/1/24 and request support for TDI's plans to expend the remaining \$65,000 for the Wright Pierce study from TDI funds and expend the funds for this purpose if supported by the Select Board.

*C-PACE Program.* The Commercial Property Assessed Clean Energy (C-PACE) program from Efficiency Maine was discussed briefly. It is a tool that can finance energy efficiency and renewable energy improvements on commercial property. Michael Stoddard was named as a possible contact.

*TIF Workshop.* TDI members expressed interest having a joint workshop with the Select Board (if the Select Board is interested) to learn more about Topsham's TIFs. The Town Manager agreed to inquire of the Select Board and put one together.

*Community Center Update.* The Town Manager provided an update on the status of the community center project: the needs assessment report was almost complete and expected to be presented at the Select Board's first September meeting. The Select Board would then decide whether the project would proceed to the next stage (site selection and preliminary design/cost estimates).

*Prior Studies.* Intern Rithmaka Karunadhara provided an update on his project summarizing Topsham commissioned studies since 2000.

*Next Meeting.* The next meeting will be September 18, 2024 at 7:30 AM.

The meeting was adjourned at 8:49 AM.