

Topsham Development Inc.  
Minutes of August 13, 2025 Board Meeting  
7:30 AM

Attendance:

*Board Members Present:* Peter Piccirillo, Andrew Sturgeon, Dan Catlin, Brian Robinson, John Hodge; Nate Cloutier; Curt Neufeld

*Absent:* Steve Pelletier (Excused)

*Staff Present:* Mark Waltz, Jeff Emerson

*Others Present:* None.

*Call to Order:* The special meeting was called to order at 7:30 AM. The following business was conducted:

*Chamber of Commerce Request.* Chair Sturgeon presented information on the Bath Brunswick Topsham Chamber of Commerce's Community Partner Program for participation consideration (flyer attached). After discussion no action was taken as the group determined that the most appropriate route would be to request funds to participate in next year's Town budget.

*Treasurer's Report.* Treasurer Robinson presented the attached report showing total assets of \$278,112.80. The report was approved by the Board. Treasurer Robinson reported that a 6 mos. CD would be coming up for renewal on August 24<sup>th</sup> and the Board authorized him to renew the CD with Maine Community Bank.

*CPIC Update.* Chair Sturgeon reported that he had resigned from CPIC. The planning board is currently working its way through the latest draft. The planning board asked for some real world examples of how some projects would be analyzed under the current code and the proposed code. Dan Catlin reported he had volunteered to have his engineer, Chris Belanger, do analysis of a couple of his projects to assist the planning board with their review of the ReCode draft.

*Discussion on Next Steps for Funding Infrastructure Improvements, Consultant Proposals and Funding Opportunities.* Chair Sturgeon shared a proposal by Reagan LaRochelle to provide services to research funding possibilities for the water and sewer improvements identified by Wright-Pierce in their study. The Board had previously received a proposal from Christine Logan. After discussion, the Board decided to propose to the Select Board that LaRochelle's proposal be funded from TDI's account.

*Membership Discussion.* The Board discussed possible candidates to fill the openings on TDI's Board. Town Manager Waltz agreed to follow up with two candidates.

*Topsham Activity Update.* Town Manager Waltz provided the following updates:



*Our mission is to be a catalyst for growth and development of our region through collaborative policymaking, eliminating barriers, connecting leaders, promoting prosperity, and welcoming diversity*



## PLATINUM COMMUNITY PARTNER PROGRAM

A new level of multi-year support to bring vitality to the Bath Brunswick Topsham Regional Chamber (BBTRC), to continue to expand the programming and influence of an organization that helps all businesses in the region.

### OBJECTIVES (TRADITIONAL)

- Promotion
- Networking
- Advocating
- Marketing
- Representation
- Leading the business community

### EXPANDED OBJECTIVES (SINCE 2016)

- Workforce: career bus tours
- Workforce: internships
- Disaster-recovery support
- Two new community events
- Enhanced policy advocacy
- Creating strategic partnerships with workforce partners (in development)

### WHY THIS LEVEL OF SUPPORT?

We continue to see critical issues without solutions and businesses need representation and leadership on these topics. **Housing, childcare, transportation, wages, property taxes, and workforce are just some of the issues that require our full attention.** The Bath Brunswick Topsham Regional Chamber is working on all these issues. This vital 2–3 year commitment enables the chamber to invest in our future, and we’re asking for your support.

### YOUR SUPPORT WILL HELPS US FACILITATE NEW PROGRAMS

#### *An Evening With....*

This new quarterly dinner series will feature high-profile guest interviews, with you invited as a recognized sponsor beginning Winter 2025/Spring 2026

#### *Chamber Honors*

This weekly or monthly newspaper feature highlights business and community events—an addition to the Chamber’s 1,000-word column—with sponsor recognition included.

## LEVELS OF SUPPORT

### *Tiers of Support*

Tier 1: \$10,000+

Tier 2: \$7,500 – \$9,999

- Requires a 2 or 3 year commitment
- Includes Chamber dues

### *Additional Benefits*

- Quarterly meetings with the Executive Director
- 1–2 annual gatherings with fellow Community Partners
- Marketing recognition as a supporter of our chamber programs
- Marketing recognition with emphasis on ChamberWorks 2030 and other chamber-related workforce initiatives

*“After all, in a world where the social fabric seems to be rapidly fraying, the economy is uncertain, and the future of the planet is at risk is there a better way to hit the reset button, then to come back to the neighborhood level and begin to genuinely rely on one another again.”*

**Amanda Abrams**  
Writer/Author

**Topsham Development Inc.  
Treasurer's Report  
8/12/2025**

<b>Executive Summary*</b>	
Checking	\$ 1,900.20
Money Market - 0.20%	\$ -
Insured Cash Sweep ICS - 1.50%	\$ 85,214.75
6 Month CD- 3.78% / 3.85% APY Maturity: 08/24/2025	\$ 50,997.85
12 Month CD- 3.68% / 3.75%% APY Maturity: 05/24/2026	\$ 80,000.00
6 Month CD- 3.78%%/ 3.85% APY Maturity: 11/02/2025	\$ 60,000.00
<b>Total</b>	<b>\$ 278,112.80</b>

Balances as of 08/12/2025

<b>Checking Account</b>				
Description	Debits	Credits	Date	Balance
Balance Forward			6/17/2025	\$ 3,507.38
Check #141	\$ 1,607.18		5/27/2025	\$ 1,900.20
Current Balance			8/12/2025	\$ 1,900.20

<b>Money Market (Account to access ICS)</b>				
Description	Debits	Credits	Date	Balance
Balance Forward			6/17/2025	\$ -
Interest from CDs		\$ 587.74	7/1/2025	\$ 587.74
Transfer to ICS	\$ 587.74		7/1/2025	\$ -
Interest from CDs		\$ 607.32	8/1/2025	\$ 607.32
Transfer to ICS	\$ 607.32		8/1/2025	\$ -
Current Balance			8/12/2025	\$ -

<b>ICS Insured Cash Sweep</b>				
Description	Debits	Credits	Date	Balance
Balance Forward			6/17/2025	\$ 83,812.08
Interest		\$ 99.92	6/30/2025	\$ 83,912.00
Transfer from Money Market		\$ 587.74	7/1/2025	\$ 84,499.74
Interest		\$ 107.69	7/31/2025	\$ 84,607.43
Transfer from Money Market		\$ 607.32	8/1/2025	\$ 85,214.75
Current Balance			8/12/2025	\$ 85,214.75

<b>6-Month CD 4694</b>				
Description	Debits	Credits	Date	Balance
Current Balance			8/12/2025	\$ 50,997.85

<b>12-Month CD 4697</b>				
Description	Debits	Credits	Date	Balance
Current Balance			8/12/2025	\$ 80,000.00

<b>6-Month CD 5915</b>				
Description	Debits	Credits	Date	Balance
Current Balance			8/12/2025	\$ 60,000.00

<b>Pending/ Outstanding Items</b>				
Description	Debits	Credits		
Brunswick Water District				\$ 5,000.00

Respectfully Submitted,  
Brian Robinson, Treasurer

August 11, 2025

Andrew Sturgeon, Chair  
Topsham Development, Inc.  
100 Main Street  
Topsham, Maine 04086

RE: Proposal for Consulting Services for Funding Research

Dear Andy:

Thank you for the opportunity to submit a proposal to assist Topsham Development, Inc. with research on funding possibilities for Topsham's water and wastewater expansion plan.

I have briefly reviewed the information that you have provided, including the report citing seven (7) funding sources identified by Wright Pierce as part of their study. We discussed the town's tax increment financing (TIF) revenue as an eighth funding possibility to explore.

With this proposal, I have also included a separate task focused on re-familiarizing the current Topsham Select Board with Municipal Tax Increment Financing (MTIF), Affordable Housing Tax Increment Financing (AH TIF), and Downtown Tax Increment Financing (Downtown TIF) district programs.

On the following pages I have outlined a proposed scope of work, work schedule and budget detail for your consideration. References are available upon request. I look forward to working closely with Topsham Development, Inc and the Town of Topsham to ensure that the best possible outcomes are achieved on this project.

Sincerely,



Raegan F. LaRochelle

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## **Proposed Scope of Services**

### **Task 1 – Material Review and Meeting with Key Personnel**

The consultant will review the 2025 Sewer and Water Study (Wright-Pierce), the study area, and other relevant information provided by TID and the Town of Topsham. After reviewing the information provided, the consultant will meet with key staff from TDI and the town to ensure that the consultant has a clear understanding of the project.

### **Task 2 – Research Funding Opportunities**

Research on each of the eight funding opportunities listed below will be conducted.

1. Maine Municipal Bond Bank loan
2. DEP Clean Water State Revolving Loan Fund
3. DWP Drinking Water State Revolving Loan Fund
4. Maine Department of Economic and Community Development Community Development Block Grant (DECD CDBG)
5. Economic Development Administration (EDA) grant
6. Congressionally Directed Spending (CDS)
7. Water Infrastructure Finance and Innovation Act (WIFIA) funding
8. Tax increment financing (TIF) funds from eligible projects

Meetings with funding entities to determine the town's eligibility and the program's fit with the project's scope of work will be conducted wherever possible, with the goal of gauging how feasible funding might be, and at what level.

### **Task 3 - Summaries for Each Funding Opportunity**

Summaries of each funding opportunity will include eligibility criteria, steps to pursue, submission deadlines or cycles and any barriers identified for the town or the project.

### **Task 4 – Final Presentation to TDI Board**

The Consultant will present findings to the TDI Board as a written summary and PowerPoint.

### **Task 5 – Town Select Board TIF Session**

As a separate task, the consultant will run a workshop for the Topsham Select Board on tax increment financing (TIF) districts, generally, including MTIFs, AH TIFs and Downtown TIFs. The consultant will also review the town's active TIF districts, present on expenses that are currently allowed by Topsham's established TIF districts and make recommendations on other allowable expenses, if appropriate.



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## Work Schedule

Below is the proposed work schedule for the project.

	TASK
<b>WEEKS 1-2</b>	<b>Task 1: Material Review and Meeting with Key Personnel</b>
<b>WEEKS 3-7</b>	<b>Task 2: Research Funding Opportunities</b> <b>Task 3: Summaries for Each Funding Opportunity</b>
<b>WEEK 8</b>	<b>Task 4: Final Presentation to TDI Board</b>
<b>Floating</b>	<b>Task 5: Town Select Board TIF Analysis and Workshop*</b>

\*It is expected that some of the work done while reviewing Topsham's TIF districts during Task 2: "Research Funding Opportunities" will be used during Task 5: "Town Select Board TIF Analysis and Workshop".

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## Budget Detail

Below is the estimated time and budget for the project.

<b>TASK</b>	<b>DAYS</b>	<b>TOTAL</b>
<b>Task 1: Material Review and Meeting w Key Personnel</b>	<b>1.00</b>	<b>\$1,000</b>
<b>Task 2: Research Funding Opportunities</b>	<b>8.00</b>	<b>\$8,000</b>
<b>Task 3: Summaries for Each Funding Opportunity</b>	<b>4.00</b>	<b>\$4,000</b>
<b>Task 4: Final Presentation to TDI Board</b>	<b>0.50</b>	<b>\$500</b>
<b>Task 5: Town Select Board TIF Analysis and Workshop*</b>	<b>0.75</b>	<b>\$750</b>
<b>Miscellaneous – Travel, copies and incidental expenses</b>		<b>\$1,000</b>
<b>TOTALS</b>	<b>15.25</b>	<b>\$15,250</b>

\*It is expected that some of the work done while reviewing Topsham’s TIF districts during Task 2: “Research Funding Opportunities” will be used during Task 5: “Town Select Board TIF Analysis and Workshop”.

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## About the Consultant



**Raegan LaRochelle**, M.B.A., of LaRochelle Consulting, LLC has worked as an economic development consultant for several years in Maine and Connecticut. Raised in Augusta, Maine, Raegan attended Cony High School and Bowdoin College. Raegan developed her passion for entrepreneurship and economic development while working as an AmeriCorps VISTA Volunteer in the youth program of a business development center in West Philadelphia. This experience led her to seek her M.B.A. from the Yale School of Management. Upon graduation, Raegan worked in a small consulting firm in New Haven before moving back to Central Maine. She then worked for Eaton Peabody Consulting

Group on tax increment financing (TIF) and association management work. In 2018, Raegan started LaRochelle Consulting, an economic development consulting firm with both municipal and private clients.

Raegan served on the Augusta City Council and was also elected as State Representative in the Maine Legislature. Along with her consulting business, Raegan owns a small commercial cleaning company dedicated to hiring employees in recovery from drugs or alcohol. She remains active in her community, volunteering on various local non-profit boards of directors.