

MINUTES  
TOWN OF TOPSHAM  
Comprehensive Plan Update Committee Meeting  
August 7, 7:00 P.M.

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MEMBERS PRESENT:

Larry Fitch  
Mary Kate Appicelli  
James Dealaman  
Doug Bennett  
Jenna Godo  
Bill Ewing  
Joe Feely

MEMBERS ABSENT:

Matt Nixon  
Sean Liedman

STAFF PRESENT:

Rod Melanson, Director of Planning Codes and Development  
Carol Eyerman, Planner  
John Shattuck, Director of Community & Economic Development

**1. CALL TO ORDER AND ROLL CALL**

Chairman Fitch called the regular meeting to order at 6:30 p.m.

**2. Review and adoption of Group Norms/ Rules**

Larry opened and led the discussion for setting guidelines for the committee meetings. Larry provided a handout and stepped through the following:

**MEETING GUIDELINES**

1. Start on time, end on time
2. Respect each other's opinions
3. Disagree without being disagreeable
4. W.A.I.T. (Why am I talking)
5. Everyone participates
6. Keep focused on the big issue at hand
7. No champion, no issue
8. Silence is assent
9. Keep a sense of humor
10. Be clear on our expectations

Additions to this list included:

11. Making sure all heard what has been said

12. Create a “parking lot” to capture ideas that need following up
13. Follow up/ closure on past issues

### 3. Committee roles and responsibility

The committee discussed the roles and responsibility of the consultants, town staff, and the committee to better understand the comp planning process, and expectations for each involved.

Consultant:

- Develop outreach materials in consultation with committee
- Produce materials for “community conversation” portion of the 5 day charrette
- Facilitate discussions/ present materials to the public
- Setting up their works space for the event
- Advise committee on technical aspects of the demonstration project
- Updating current comp plan

Committee:

- Disseminate outreach materials
- Coordinate activities of 5 day event (outside of public input sessions)
- Listening during public input
- Input/ review of material development

Staff:

- Provide assistance to consultants and committee
- Prep the space utilized for event
- Engaging broader staff for assistance with activities during event
- Coordinating workplan and ensuring follow through on tasks

### 4. Work plan review and assignments

A review of the workplan in preparing for the 5 day event:

1. Setting up before event (weekend prior 14<sup>th</sup> through Wednesday 18<sup>th</sup>)
2. Thursday 19/Saturday 21/ Monday 23 evenings
  - a. Food is a must
    - i. Thursday (bean supper provided by fireman aux. Rod to follow up)
    - ii. Saturday (Food Trucks - )
    - iii. Monday (?)
3. Doug identified the need to “tell the story” of the event
  - a. Op-ed piece?
4. Materials for event kick off to media and ongoing community conversation
  - a. Press releases
5. How are we using social media?
  - a. Need for sub committee?
    - i. Facebook presence – developed by consultants administered by staff/ committee
    - ii. Website – Doug Bennett – Marykate to follow up?
    - iii. Town website – staff
6. Friday activities –Topsham Talent
  - a. Farmers
  - b. Music

- c. Artists
- 7. Demonstration project
  - a. Plan with consultants
  - b. Pick demonstration and assign duties
    - i. Bike path demo on elm street?
    - ii. Elm street crosswalk install?
    - iii. Café main street?
    - iv. Winter street demonstration (John Shattuck)

**4. Next Steps**

- 1. Identify and confirm leads/assistants on proposed activities
- 2. Confirm demonstration project
- 3. Discuss the “story” of the 5 day event

**5. ADJOURN**

Meeting ended at 8:45 p.m.

Respectfully submitted,

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Rod Melanson