

Town of Topsham Comprehensive Plan Implementation Committee

February 8, 2021

Meeting Notes:

1. CPIC Liaison and matrix discussion

a. Updates provided by those who presented to the Conservation Commission and Topsham Development Inc. – Both were well received, and the continued correspondence will likely lead to items being implemented

b. Review of committee liaison guidance document

i. Update on meeting with Town Managers office about protocols of reaching out to departments and committees:

1. Initial contact includes managers office and planning

2. All follow up should keep planning office in the loop

ii. Discussions about cpic lack of authority over committees/ department

1. No major issues identified here

iii. Discussion about actual capacity for committees/ departments to actually implement the plan

1. This may be part of future recommendations...dealing with town capacity where a lack of capacity is identified

c. Review of Google Drive & matrix excel spreadsheet- PowerPoints

i. Raija stepped through the document, and provided guidance on edits that have been made, and how to navigate through the spreadsheet.

1. Action items:

a. Create folders for each department committee where their portion of the matrix can separately exist and be edited for tracking/ monitoring purposes

b. Create a unique identifier (number) for each implementation strategy for tracking purposes

d. Discussion of RFP status and the need for proposal review, and setting up for constant interviews

i. Discussion of zoning outside of this effort – how shall we deal with areas not covered.

1. A portion of zoning will be addressed by this effort (outside of the growth area...this will become apparent during the process)

2. Staff/ committees will be working on necessary amendments outside of this effort in an ongoing manner.

3. Other planning items may come up in the short term (Natural Areas Plan updates, climate action/ sustainability planning, etc.)

e. Adjourn