

# Topsham Comprehensive Plan Implementation Committee Meeting

June 14, 2021

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Start Time: 4:00PM (Zoom invite to be provided)

Attendees: Andrew Deci, Rod Melanson, Susan Rae-Reeves, John Dorrer, Rick Schultz, John Shattuck, Joe Feely, Angela Twitchell, Angus Dillon (Bowdoin College summer Intern)

## I. Welcome and Agenda Review

CPIC members introductions to intern Angus

## II. Review of CPIC's first 9 months

- Developed a work plan that offers broad guidelines for CPIC's work
- Refined tools and made assignment for CPIC's conversations with lead/support Players; meetings are underway, updates provided to Planning Board and Select Board.
- Complete Streets policy underway, input provided
- Zoning Update - CPIC in conjunction with the Planning Department chose to focus on the designated growth area, including all 4 catalyst sites rather than choose 1 or 2 sites for a zoning update. Planning prepared the RFP, proposals were reviewed, interviews held, consultants selected. Communication and outreach are in the planning stages.

## III. Next Steps

- Committee assignments
  - Angela to take on TDI and the ECD committee assignment.
- Communications/outreach plan
  - Don't have list of people who came to the Charette, but do have list of names of people who came to the library in June. Also the follow-up events, there might be email lists from those two events (20-30 people)
  - Plan for a working session - June 30th at 11am. We can work from the draft communication plan document:  
[https://docs.google.com/spreadsheets/d/1u9WxeorYpP1rsK4mYgP\\_wRRWAC6xYY-mV4r\\_YzFuINs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1u9WxeorYpP1rsK4mYgP_wRRWAC6xYY-mV4r_YzFuINs/edit?usp=sharing)
- Complete Streets
  - Talked through Complete Streets Policy edits based on Select Board feedback. Will present to the Select Board, to be scheduled.

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**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
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

**For Non-Committee Member Meeting Attendees**

Members of the public are welcome to attend meetings of the Comprehensive Plan Implementation Committee as observers. These working meetings are not public hearings and as such, a public comment is not included on the agenda. Comments for the public are welcome and can be submitted to the Planning Office for subsequent distribution to Committee members. There will be ample opportunity for public input and discussion at other meetings as we move forward with implementation of the plan.

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