



## Topsham, Maine

### Comprehensive Plan Implementation Committee Meeting

#### MINUTES

September 28, 2021  
100 Main Street  
Topsham, ME

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Start Time: 11:00AM (In Person - Rear of Town Office, Out-of-doors)

Present: Andrew Deci, Joe Feely, Rod Melanson, Susan Rae-Reeves, Rick Schultz, Raija Suomela, John Shattuck, Angela Twitchell,

#### **I. CPIC Policy on Remote Participation in Public Proceedings**

Susan called the meeting to order, thanked all for making time for this special meeting. She asked if all had had the opportunity to review the policy that Assistant Town Manager Mark Waltz had distributed to CPIC electronically on September 16. All present confirmed they had. Susan asked if there were any questions and concerns about adopting this policy. All are in agreement that this is a necessary step. Although it does not address the option of all participants meeting remotely, as we had previously, and staff will be required to be present in the Town office for public meetings until adjustments are made to the legislation that allow for fully remote participation by all concerned.

The question was called for a vote on whether to adopt the policy, as is, and the vote was unanimously in favor.

After brief informal discussion of other matters, with no formal decisions made about CPIC matters, the meeting was adjourned at 11:15.

Respectfully submitted by Susan Rae-Reeves

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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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