

# Topsham Comprehensive Plan Implementation Committee

## Meeting Notes

December 27, 2021

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Start Time: 4:00PM (In Person - Town Office Conference Room + Zoom invite by request)

**Attendees by zoom for health reasons:** Joe Feely, Andy Munsey, Susan Rae-Reeves,

### I. Welcome, Introductions and Agenda Review

Keeping with a newly issued guidance document from the Town, our meetings will include time for public comment whenever town residents or stakeholders join the meeting. There being no one joining today, that was set aside.

No changes to agenda, but some items will be held, where appropriate, due to our small holiday attendance.

### II. Administrative Items

- Posting of minutes - Those present voted to approve all prior meeting notes. A message will ask those not able to attend for their vote prior to posting the minutes.
- Shared process going forward - each agenda going forward will include review and approval of minutes of the previous meeting.

### II. ReCODE Topsham

- Status update from consultants - Rod met with the consultants last week, and has a regular standing meeting. The first draft module will be ready in January. It's clear that there is a steep learning curve, and Rod has stressed this with them. They will need to explain the draft to all audiences for a time, starting with CPIC, possibly at the January 10 meeting.
- Education and Outreach - video - Agreed it's a good resource, includes useful, clear information that helps to explain ReCODE to those interested. Thank you to Andrew Deci for recording it.
- FAQ review - Some edits and comments have been made since the last meeting. It needs more review. We'll work to get this finalized for posting in January. We may finalize it during the meeting in January if the agenda allows. There was brief discussion about the scope of ReCODE, noting that while the code for Topsham center will change dramatically, ReCODE also will have an effect on commercial development (not much on residential development) in the areas beyond town center. That will mostly be an update rather than the overhaul of the code in the center growth area.

### III. Department Contacts - Review and Discussion

- Town Manager and Assistant Town Manager - Susan and Joe met with Derek on 12/16. There were several takeaways from a lengthy meeting. The Energy Committee has brought a lot of energy and attention to their cause, Derek described action and its impact on town staff. Budget issues seem to be primary and it's unclear whether matrix

items are being reviewed for opportunities within approved budgets. The conversation will continue about matrix items on which the Town Manager has lead or support responsibility, and exploration of ways to implement strategy items apart from budget constraints. It's clear that having a champion to bring actionable ideas to attention is an advantage.

- **Select Board**

Update given 12/16, there was interest and several questions. Susan will circulate the update by link to the committee, sharing questions that were raised in response.

- **Planning Board** - There will be a joint CPIC/Planning Board workshop once the first module of the code is in draft form and ready for release. There have been questions by both Planning Board and Select Board members about whether towns in Maine have used form based code. Rod has two people with experience who can speak to this when the time is right. Quite different experiences and examples. In Maine at this point, FBC is not cookie cutter but very particular to the place.

- **Assignments** -

Joe reported on the meeting he and Angela had with Pam LeDuc. He was very impressed with the many matrix items that are already being worked on, some to completion.

#### **IV. Complete Streets Policy**

- Status update - tabled

#### **V. Communications Plan**

- For discussion/input - tabled