



Topsham, Maine

Comprehensive Plan Implementation Committee Meeting

Minutes

May 9, 2022

Start Time: 4:30PM (In Person - Town Office Conference Room + Zoom invite by request)
Attendees: Susan Rae-Reeves, Joe Feely, Raija Suomela, Angela Twitchell, Rod Melanson, Kate Burch, John Shattuck, Andrew Sturgeon (TDI), Andy Munsey, Chris Wasileski (TDI)

I. Welcome, Introductions, Agenda Review - no changes

II. Public comment - none at this time

III. Administrative Items

- Minutes of April 11, 2022 meeting - unanimously approved

IV. Complete Streets Policy

- Latest draft and comments - discussed Town Manager Derek Scrapchansky's comments. A question remains for one, others accepted. With regards to the section on 'Metrics,' discussed an approach for employing the practice of overseeing and measuring the policy in a more limited way or capturing details in a document separate from the policy itself. Need conversations for how to proceed with this element of tracking.
- Suggest that the policy be led from a Bike Ped committee rather than from CPIC. There is a group of 6 people interested in bicycle and pedestrian safety, and they may be willing to serve on a committee. CPIC can help advocate for the Bike Ped Committee to be established. A letter to the Select Board from CPIC might suggest that in line with the 2019 Plan, this committee be formed and help the town to implement the policy.
- With this new idea, edit the policy to include language of the 'bike ped committee'? Susan will share this version of the policy with the bike/ped folks in the upcoming meeting and share these ideas. Then, Susan will draft a letter for the Select Board for CPIC to review/edit.

V. ReCODE Topsham

- Review of 99 Main Street rough site plan. CPIC and a few members of the planning board met on April 28 in an informal workshop to assess a current project in town against current and potential new code. Kate presented powerpoint and marked up Recode check list offered by Leslie for project review. Discussed walkability and pedestrian safety in that downtown corridor (it is a state - MDOT-controlled road). Would on-street parking be a possibility. New code would enable clustering of multiple buildings on one site.
 - Process using current code, pros and cons
 - ReCODE checklist, pros and cons
- Identification of problems and bright spots - there is concern about limiting/proscriptive aspects of the draft code, while there are also many ways in which it offers more flexible options.
- Ideas for moving forward - other towns have used FBC, gather their experience.

VI. Department Contacts - Review and Discussion

- Assignments - status reports as appropriate - Not discussed

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. These working meetings are open to the public, although they are not public hearings as such. We have included a public comment time on the agenda and welcome your input. In addition to commenting at CPIC monthly meetings, comments 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.
