



Topsham, Maine

Comprehensive Plan Implementation Committee Meeting

MINUTES

March 13, 2023

Start Time: 4:30PM (In Person - Town Office Conference Room + Zoom invite by request)

I. Welcome and Agenda Review

- A. Attendees: Susan Rae-Reeves, Joe Feely, Andy Munsey, Robin Brooks, Hap Stelling, Andy Sturgeon, Angela Twitchell, Mark Waltz; Pete Bono
- B. Susan added an item to the agenda under Admin Items: sharing portions of the matrix

II. Public comment

III. Administrative Items

- Update on membership
 - welcome Robin Brooks, round of intros
 - two people intend to apply to CPIC, so all seats may be filled soon
- Minutes of February 13, 2023 meeting - review and approval
 - approved as submitted
- Sharing Portions of Matrix when requested by town committees, departments, etc.
 - member of bike-ped committee reached out to Susan, intends to copy and share portions of matrix
 - shifting responsibilities with new members coming on board; new liasons/appointments, stay tuned
- Next workshop Tuesday, March 21, 4 -5:30 pm
 - continue where we left off in 2/21/23 review of Articles 2 and 8
 - Andy M. not available to attend

IV. CPIC Work Plan for FY 2023 - 2024

- Review, discussion, approval of revised work plan
 - Susan has revised parts of work plan based on discussions in recent meetings
 - Feedback from members?
 - Hap: add public consultation? Is it a priority?
 - Timeframe: well into 3rd year, some delay due to staff changes, targeting town meeting 2024 for finalizing

- public sessions expected fall 2023
- many strategies are not related to zoning changes
- suggest larger group meetings couple times a year to bring chairs together to discuss how comp plan overlaps departments, committees, etc.
- Meet with stakeholders: committee members assignments to be reviewed
- added some non-town organizations were added (NEMBA, etc.)
- updates to select board,
- Susan has reached out to Cryer, is drafting an article, for distribution to committee for review and comment
- “stakeholders” outreach - three different stakeholder meetings, small group in person or virtual for discussion/feedback. Andy Sturgeon noted these were very useful to the developers involved.
- Plan to have big in-person event about recode
- non-town organizations: there are many (churches example), should they be listed on work plan? Implementation strategies maybe mentioned in comp plan. Angela suggests not giving examples
- utilize charts in google drive whenever members have outreach meetings, log these to track contacts and basic outcomes
- Hap: street planning involves more than just cyclists. Active/passive transportation. look at something analogous to complete streets. Parts of town amenable to complete streets regimen. make distinction between passive and active: parents with baby strollers, seniors with mobility devices, uses related to winter activities.
- Angela suggest calling it “complete streets” policy
- Bike-ped committee is focused on more than just bikes and pedestrians
- clarify what priority is: master street planning? Susan: keep in sights but take off agenda.
- Angela: let’s make progress on complete streets
- Hap: in the current development application meetings, nothing comes close to meeting complete streets intent.
- Complete streets policy was presented to the select board, suggestions were made. The committee decided to wait until we have greater readiness for this.
- Hap: there is a gap between intent of comp plan and development currently being proposed; we need regulations to address that.
- Robin: affordable housing? how is it addressed in the comp plan?
 - Hap: increased regulation increases cost of housing and development
 - Lack of housing, particularly affordable housing, is a problem everywhere, we are aware. The state has initiatives related to this.
- Comp plan proposes housing diversity. including affordability, also different kinds of housing.
- succession plan: 2025 and onward
- provide update to select board soon

V. Community Engagement/Communication Framework

- Provide review comments on revised 2-page document online prior to meeting
- Preliminary review and discussion

- ensure events are on town website
- utilize Cryer
- TPL mailchimp
- Mark noted there soon will be an automated distribution list on town website.
- TDI: identify parcels, create list of developable parcels. Susan noted the list of tax acquired properties fits in with this.
- committee members should review list of names of people involved in public forums, these documents are in the google drive
- Hap: how can we reach people who are not digital literate?
 - We will organize events for town residents. Hap suggests there are other ways to engage people. Example: crooker should engage those affected, speak on face to face basis. Going to have open houses in person, to be planned. Library workshops were well attended, viewed as very effective by folks who attended..
 - We will be guided by Leslie and Kirk re how they have organized in person engagement.
 - banners/posters, anything visual will be helpful
- Angela: look at plan as work in progress, it will change over time.
- Realistic priorities - input is needed here
- Susan suggests creating a new “assignment” for communications, lightening the load re committee/town department assignments.
 - These could take the form of TPL mailchimp or on town website postings. Could be as simple as a couple of bullet points to keep people informed
- Hap suggests gantt chart for the community engagement milestones. He will work on that.

VI. Liaison updates

- Meeting with Town Manager and Assistant Town Manager
 - Rick and Susan met with Derek and Mark, went over the items that the town manager has responsibility for, and others. Since the plan was completed staff configurations have changed, and that has led to revising some staff responsibilities. Susan has added notes to the matrix for member review.
- Upcoming meetings of interest
 - select board....
 - planning board...
 - TDI... Wednesday March 15th Andy Sturgeon will provide update in April