



Topsham, Maine

Comprehensive Plan Implementation Committee Meeting

Minutes

November 13, 2023

Present: *Susan Rae-Reeves, Larry Brann (Planning Board), Julie Erdman (Town Planner), Robin Brooks, Margaret Williams, Joe Feely, Pete Bono, Mark Waltz (Assistant Town Manager)*

I. Welcome and Agenda Review - no changes

II. Public comment - No members of the public present

III. Administrative Items

- Minutes of October 16, 2023 meeting - approved
- Calendar items
 - CPIC workshops 11/21, 12/19 - the committee will meet on 11/21 to prepare for the 12/2 Open House for property owners.
 - December 2, 1:00-3:00 - Rescheduled property owner informational meeting - Topsham Library. There were about five RSVPs for the 10/28 session, which was canceled due to the tragedy in Lewiston. Julie has six posters from the Comp. Plan update and Leslie sent files, now printed and mounted, which Julie feels will be sufficient. It will be primarily a listening session for us.
 - LD 1976 Growth Management Law - this legislation is being updated, and Susan drafted testimony. She is willing to submit them as a private citizen or CPIC Chair. The committee members voted in favor of Susan submitting her comments as the CPIC Chair.

IV. ReCode Update

- Property owners 12/2 open house - prep discussion. There likely will be questions related to the use table and whether it will change, and owners will want to know how the new code will affect them. Julie has created a matrix that she can share with committee members and materials from Leslie O. Although we will use an open house format, giving a brief introduction about how the Nine Big Ideas in the plan have guided the changes may be helpful. A generic half-day session for all town residents might be useful. Other departments and committees could be invited to participate. We can make note of our accomplishments. This is an idea we will revisit.
- Office hours (8/31 + 10/12) We had good momentum with the developers. We anticipate there may be one more office hours session.

- Select Board Update - We will aim for an update the third Thursday in January. New Select Board meets for the first time this Thursday November 16th.
- Staff review team (feedback and possible additional dates) Julie hasn't had any feedback from anyone. She will follow up with staff.
- Code Cleanup/Update that the Planning Board is working through. Julie informed us that the last workshop was canceled. Conditional use permit criteria and last couple of articles of the ordinance, subdivision ordinance, all need to be reviewed by the PB.

V. Liaison updates

- The Community Center committee has a sub-consultant to revisit a needs assessment. Public engagement sessions will be held in January, then a report and another survey may be ready for the March primary election. The committee will meet November 20th
- It would be helpful to get updates from Parks and Rec, Historic District Commission, the Library, Conservation Commission.
- Mark Waltz gave updates about some town projects including
 - an RFP released for sidewalks on Tedford Road. There are issues with a culvert and drainage, with flooding at times.
 - Pleasant Point Road has issues with flooding and road erosion, so the town is looking to mitigate those issues with the cooperation of residents.

The meeting was adjourned at 5:25 PM