

# Rome Comprehensive Plan Implementation Committee (CPIC)

## CHARTER

### CPIC Members:

- Joan Orr—3-year member at large (2026)
- Barbara Russell—2-year member at large (2025)
- Sandy Shute—Recreation Committee representative (2024)
- Larry Stafford—1 year member at large (2024)
- Alice VanDerwerken—Budget Committee representative (2024)
- Dick Greenan—Planning Board representative (2024)

### 1. Background

The Rome CPIC was established as a standing committee by a vote cast by those attending the annual town meeting on March 11, 2023. The CPIC is a direct result of 18 months of work conducted by the Comprehensive Plan Committee to develop the Plan under the guidance of the Kennebec Valley Council of Governments. The Plan itself was approved by attendees at the same town meeting and will be filed by KVCOG with the state of Maine Department of Agriculture, Conservation & Forestry Municipal Planning Assistance Program.

The Rome Comprehensive Plan will help guide the Town's Boards and Committees to prepare Rome for its future. The Plan encompasses a review of community issues and policies to promote discussion among our neighbors and will help avoid conflicts that sometimes occur when community decisions are made in a piecemeal or an isolated fashion. It is not an ordinance or a set of rules; it is instead a guide for the Town government to move in the direction the people want to go in over the next 10 years. It provides a "snapshot in time" of the Town both historically and as it exists today which might be useful for promotion and marketing of Rome's many attributes and natural beauty.

In summary, the Rome Comprehensive Plan, based on the desires of the Community indicated in a Town-wide survey (made available in 2021) and a Public Meeting (June 18, 2022), encourages orderly growth and development in appropriate areas of the Community, while protecting the Town's rural character, making efficient use of public services, and preventing any development sprawl.

### 2. CPIC Mission and Objective

The committee will act in an advisory capacity to the town using the Plan as a guide to maintain a checklist of action steps that have been accomplished by the responsible parties, those in progress and those due to be addressed, according to the recommendations section of the Plan.

### 3. CPIC Membership, Roles, and Responsibilities

By warrant article, the Comprehensive Plan Implementation Committee comprises six members. Three elected from the floor (initially, one each for one, two and three years; thereafter, a new member will be elected annually for a 3-year term) at the annual town meeting and three representing one each appointed from the budget committee, recreation committee and planning board. The committee/board representatives are appointed by each body yearly. In addition, other representation from boards, committees and key partners will be invited as needed and all will be tasked with review of progress on implementation of the plan.

Meetings will be held the 4<sup>th</sup> Tuesday of the month from 5—7PM at the Town Office. Ad-hoc meetings may be called by CPIC and timed to coordinate with reports by the Code Enforcement Officer on residential and commercial growth or other key activities throughout the year.

The committee will note any obstacles to implementation and suggest new or revised action steps if necessary. The checklist will be forwarded by the CPIC chair as needed to the Rome Select Board for additional review and direction. At a minimum, the Select Board review should be timed to correspond with the beginning of the annual budget process, so that any recommendations requiring a dedication of town funds or personnel may be integrated into the budget process.

Chairs of the CPIC, Budget Committee and Planning Board may attend this meeting to assist with interpretation of the recommendations or follow-up. The Select Board shall make a record of the actions taken to implement the plan.

This process should provide adequate oversight and feedback to ensure that the Plan continues to be an ongoing, active process with action steps addressed on a regular basis. The process should also tell Rome citizens when the plan needs revision, new timeline details or is nearing its completion and will require updating.

#### 4. Activities and Milestones

The recommendations section of the Comprehensive Plan will provide a guide to the CPIC for both timing and activities toward implementation in the form of policies and strategies, for each of the elements of the plan.

These Plan recommendations are intended to address the issues raised in the review and analysis of the elements in the Plan. The matrix also shows a suggested implementation timing and responsible party.

Implementation priority is divided into near-term, mid-term, long-term, and ongoing:

- “Near-term” is presumed to be activities which can be completed within two years. These are primarily changes to Zoning and other ordinances, and easily achievable actions.
- “Mid-term” activities will commence and/or be completed between two and five years after adoption. These consist of lower-priority activities or those which require additional planning or preparation.
- “Long-term” activities are those which are more nebulous, and for which the path to implementation has not yet come into focus.
- “Ongoing” is used to identify strategies which are currently in place and should continue.

#### 5. Guide to Communication & Marketing of Plan Implementation

Any good comprehensive plan requires a bold implementation process that engages the public in a meaningful way. Without a strong public participation component, the plan is at risk of lacking broad community support, or, of becoming so timid it elicits little debate, but which is so cautious as to be ineffective. Strong public participation is necessary to create “buy-in” to the Plan. Instilling a sense of public ownership for goals and planning concepts must be fostered by CPIC to refute any notion that the plan is State imposed. Lack of real support for the plan can lead to poor implementation, blunting its effectiveness. More than simply making Rome eligible for certain State funds and technical advice, the Plan implementation, by incorporating all the boards, committees, staff, and community organizations functioning in Rome, can be embraced, and work spread across the hands of many to build a community that expresses the needs and desires of the Town

Creating liaisons and lines of communication is a key component to implementation success.

#### 6. Approvals & Publication of Charter

The CPIC Charter was fully reviewed by the committee and the Select Board approved it on June 5<sup>th</sup>. The charter lives, along with other pertinent documents, in the CPIC section of the Rome Town website.