



AGENDA

MEETING: Complete Streets Committee (CSC)
DATE: March 2, 2021
TIME/PLACE: 7:30 AM - 9:00 AM, Virtual Meeting via Zoom
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Councilor Doug Reighley, Sally Walsh, Andy Seymour, Phil Wagner, Barbara Guffin, Elizabeth McDonald
ABSENT:
GUESTS:

TOPIC	DISCUSSION	ACTION
I. Minutes (Chair) (5 Minutes)	Motion to accept the February 2, 2021 minutes by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.	TBD
II. Welcoming Comments (Chair) (5 minutes)	<ul style="list-style-type: none"> • Welcome • Agenda Review 	Informational only, no vote.
III. Wayfinding Signs (Guests) (20 minutes)	<ul style="list-style-type: none"> • Kelly Edwards, Executive Director, Visit Freeport and Jay Paulus, The British Goods to discuss wayfinding signage in Freeport 	Informational only, no vote.
IV. Workplan Review (Michaud) (30 minutes)	<ul style="list-style-type: none"> • Committee review and vote on new proposed projects for the Workplan 	TBD
V. Workplan Review, (Open Discussion) (15 minutes)	<ul style="list-style-type: none"> • Open forum to discuss status of existing workplan projects 	Informational only, no vote.



VI. Workshop Discussion (Open Discussion) (15 minutes)	<ul style="list-style-type: none">• Workshop Presentation to the Council• Review outline and provide commentary	Informational only, no vote.
VII. Adjournment	_____ motioned to adjourn; _____ seconded; motion carried with _____ in favor, _____ opposed, and 3 absent.	Accepted, _____.

DRAFT



MINUTES

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PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Councilor Doug Reighley, Sally Walsh, Andy Seymour, Phil Wagner, Barbara Guffin, Liz McDonald
ABSENT: None
GUESTS: Jake Danielle, Town Councilor and Active Living Committee representative; Council Chair John Egan; Andy Spaulding, Active Living Committee Chair

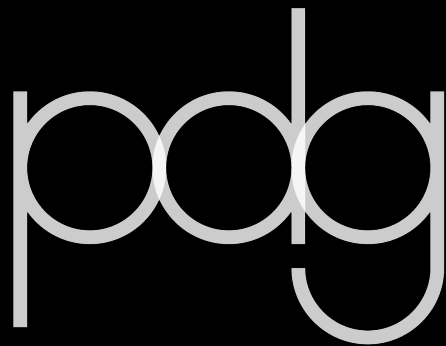
TOPIC	DISCUSSION	ACTION
I. Minutes	Motion to accept the January 5, 2021 minutes by Councilor Reighley; seconded by Ms. Walsh; none abstained by Ms. Griffin and Ms. McDonald. Six in favor, none opposed, two abstained, and one absent.	Motion passed 6-0.
II. Welcoming Comments	<ul style="list-style-type: none"> • Chair Michaud welcomed new Committee Members Barbara Guffin and Liz McDonald. 	Informational only, no vote.
III. Exit 20 and 22 Bridge Projects	<ul style="list-style-type: none"> • Mr. Bliss provided Project Updates, no substantive design changes since October • Discussed Connect Freeport Website and Bridge Bond FAQs, Sample Ballot • Timeline: referendum vote on March 9th, Public Hearing on February 23rd, Public Information Sessions on February 18th, discussion at February 2nd (tonight) Council Meeting. • Active Living Cooperation: Jake Danielle is working with GPCOG on Connect Freeport website. • The 6-foot sidewalk base option is not on the ballot. • Mr. Michaud read the sample ballot language. • Questions received: Will both bridges be constructed at the same time? Will the bridges be closed to traffic during construction? Will traffic be reduced to one lane. Where will the signals be placed? • Social media use: nextdoor.com, Town Facebook page. • How will connectfreeport.com and FAQ be promoted? • Will signage and mailings be part of the outreach campaign? • Doug Leland wrote a letter to the Forecaster to be published on Thursday, February 4th. Others to write letters to the editor. • Bond vote announcement posted on Public Safety Message sign. • Add connectfreeport.com and FAQ links to the Complete Streets webpage. • Bond vote reminders to be included in Municipal Bulletin. 	Informational only, no vote.



	<ul style="list-style-type: none"> • Could the RSU be contacted to help spread the message? Mr. Michaud to contact the RSU. • What is the impact on taxpayers? Express the number per 100,000 house valuation and multiples. 	
IV. Crosswalks	<ul style="list-style-type: none"> • Ms. Walsh provided a memorandum documenting the Town's crosswalks. • A detailed evaluation and observations should be conducted during warm weather, post-pandemic. • Concord, New Hampshire downtown and Maine Street, Brunswick were displayed as crosswalks, bike lanes, and on-street parking examples. • Pavers and pavement color distinguish surface types; vertical curb elements were discouraged because of accessibility design. • Streets lamps and planting beds were also designed to beautify the urban areas. • Freeport's Traffic and Parking Ordinance does not allow diagonal or perpendicular parking, whereas these communities do. Bicyclists do not like diagonal or perpendicular parked cars. • The Town is responsible for paving Main Street with federal funds. Upper Main Street would be a Complete Streets design. 	Informational only, no vote.
V. Street Tree Beautification	<ul style="list-style-type: none"> • Ms. Walsh provided historical photographs obtained from the Historical Society. These photos show how Main Street was lined with trees, particularly Elm Trees, before their Dutch Elm disease demise. • Council established a tree budget for Street Tree plantings. • Target June 2021 to make street tree recommendations to Council. • What is the area of interest for street tree plantings? Does the CSC work with the Downtown Visioning group or work with LL Bean in front of their Corporate Campus? • Concord median is painted and not raised. This design element is important to operations. • What are the limits for crosswalk evaluations? Just Upper Main Street, the entire Village, or Lower Main Street? Mr. Michaud offered up only Lower Main Street because the area related to the Street Tree Workplan project. Mr. Leland confirmed the area limits should be LL Bean Corporate Campus to the Railroad Trestle. • The crosswalk and Street Tree evaluation seem to align in the study area. • What is the history of Independence Drive since it has two curb cuts onto Route One? There was only one entrance to Independence Drive and no curb cut near the railroad trestle. 	Informational only, no vote.



<p>VI. Bike Racks</p>	<ul style="list-style-type: none"> • Mr. Wagner and Mr. Bliss provided the existing inventory list and map. Mr. Spaulding provided an updated Bike Rack inventory. • We need to determine where additional bike racks should be placed. Refer to the spreadsheet provided by Mr. Spaulding that identifies priority locations. • Consider adding a small amount of funding to the annual operating budget for new bike racks. • Styles of bike racks are important considerations. The Active Living Committee discussed styles a few years back. • Vote in March for bike rack locations and budget. Contact Metro for coordinating bike racks at bus stop locations. • Focus on Transit stops and Public Facilities. • Consider Leon Gorman Park and the schools. • The Highschool has several with the circle. The Middle School, Mast Landing School, and Morse Street schools have the grid style. • https://www.theparkcatalog.com/bike-racks 	<p>Informational only, no vote.</p>
<p>VII. Active Living Committee Transition</p>	<ul style="list-style-type: none"> • The ALC sunsets on June 30, 2021. • The Active Living Plan has components that overlap with the CSC Workplan. • A Workgroup should convene to develop a trail network. • The logical transition from ALC is the Connect Freeport Vision. • A Connect Freeport representative should liaison with the CSC. • The CSC should regularly apprise the Council of the Workplan. • The Council Workshops are scheduled on March 23rd for the CSC and ALC. 	<p>Informational only, no vote.</p>
<p>VIII. Workplan Review</p>	<ul style="list-style-type: none"> • Mr. Leland motioned to approve the Road Resident Issue Process Flow, Councilor Reighley seconded, motioned passed unanimously, one absent • June 30, 2021, was selected as the review completion date Lower Main Street beautification project. • Key contacts, attendance sheet, Committee history added to Workplan. • The Workplan tasks are primarily reactive. Mr. Michaud proposed adding tasks that are proactive or forward-looking such as paths and trails. • Bridge FAQs document distributed to Council. 	<p>Motion passed 8-0.</p>
<p>IX. Adjournment</p>	<p>Councilor Reighley motioned to adjourn; Mr. Wagner seconded; motion carried eight in favor, none opposed, and one absent.</p>	<p>Motion passed 8-0.</p>



PAULUS
DESIGN
GROUP

ENVIRONMENTAL GRAPHICS & WAYFINDING PROGRAMS

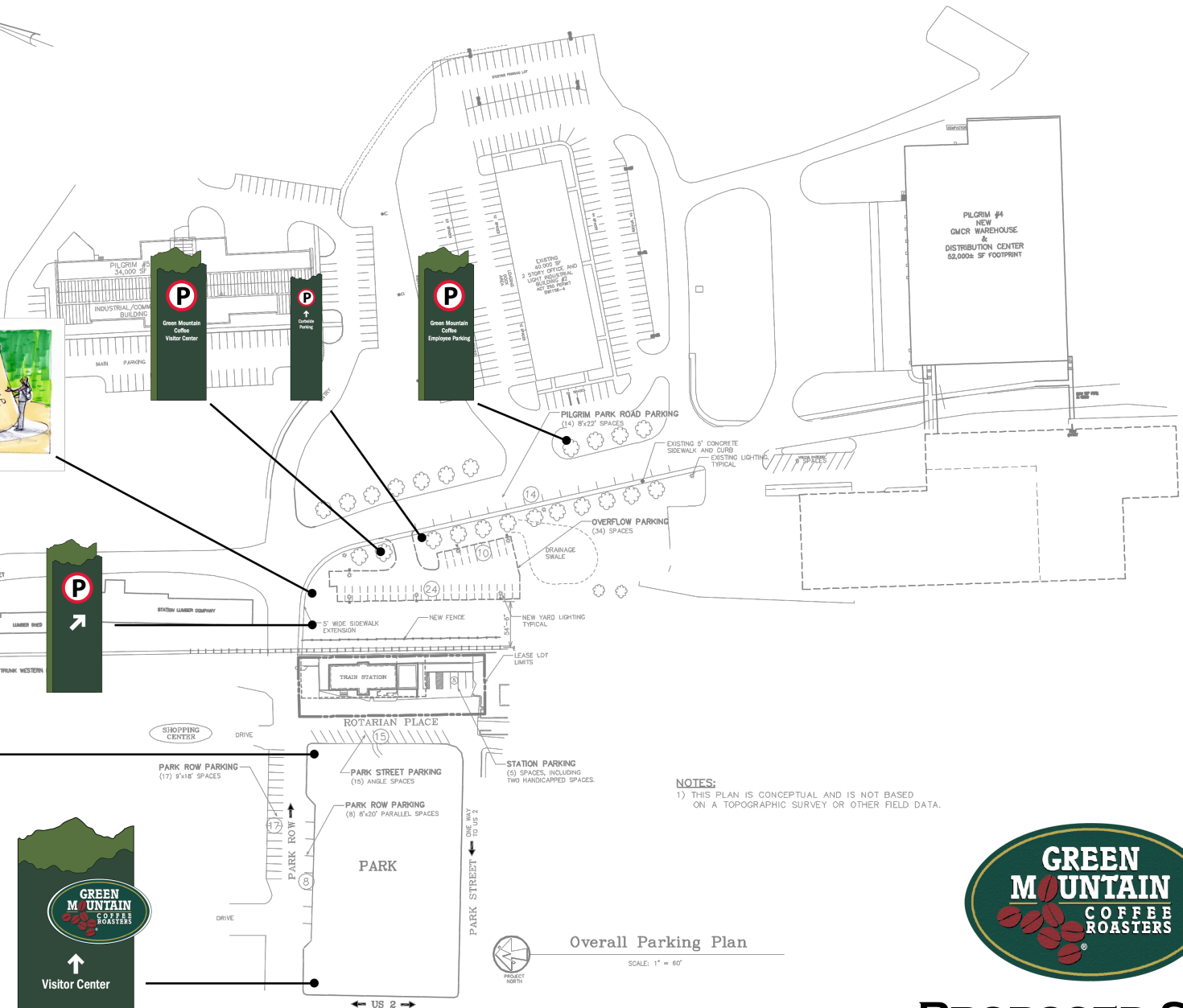


IDENTITY DEVELOPMENT, BRANDING & SIGNAGE

Green Mountain Coffee Roasters Museum & Wayfinding
Waterbury, Vermont



Visitor Center and Café



NOTES:
 1) THIS PLAN IS CONCEPTUAL AND IS NOT BASED ON A TOPOGRAPHIC SURVEY OR OTHER FIELD DATA.

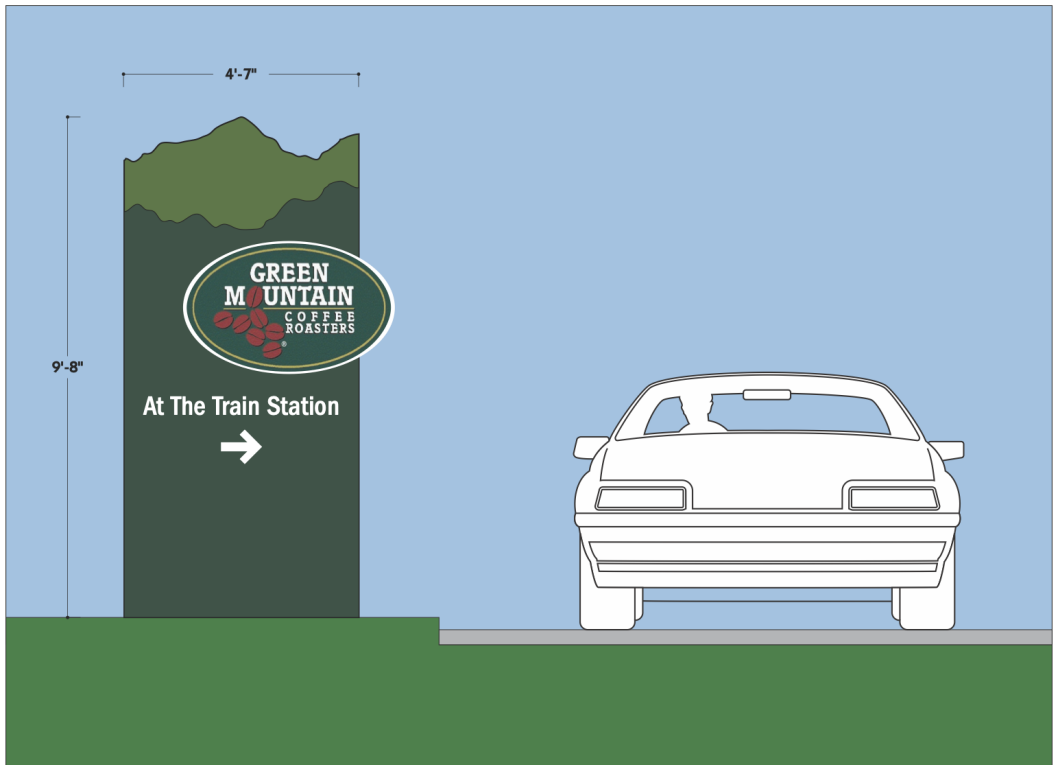


Overall Parking Plan

SCALE: 1" = 60'



PROPOSED SIGN LOCATIONS

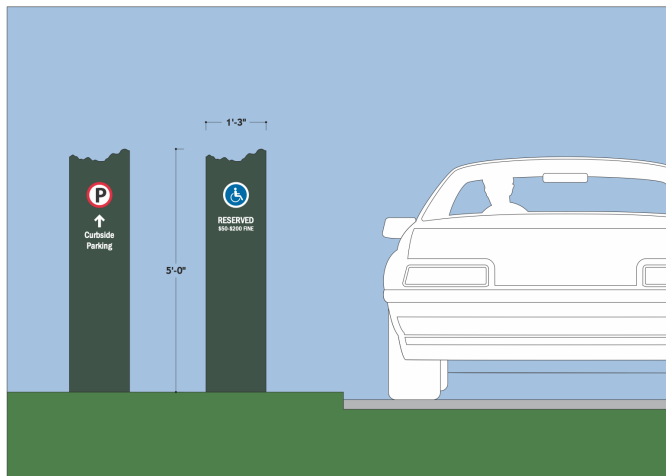


PAULUSDESIGNGROUP

Vehicular Directional - 44.5 sq feet

June 20, 2006

Page 1

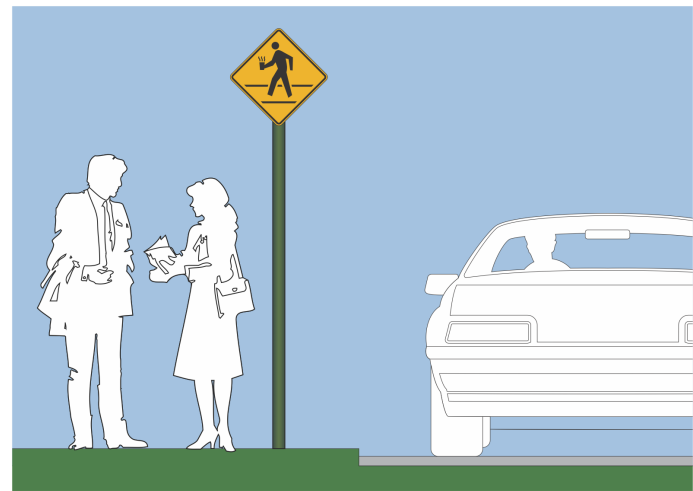


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Parking Space Sign - 6.95 sq feet

June 20, 2006

Page 3



PAULUSDESIGNGROUP

Pedestrian Crossing

June 20, 2006

Page 5

United States Olympic Training Center
Colorado Springs, Colorado



1750

United States Olympic Center
One Olympic Plaza



Chelsea Piers

New York City, New York



CHELSEA PIERS

Bacardi Corporation Visitor Center

San Juan, Puerto Rico



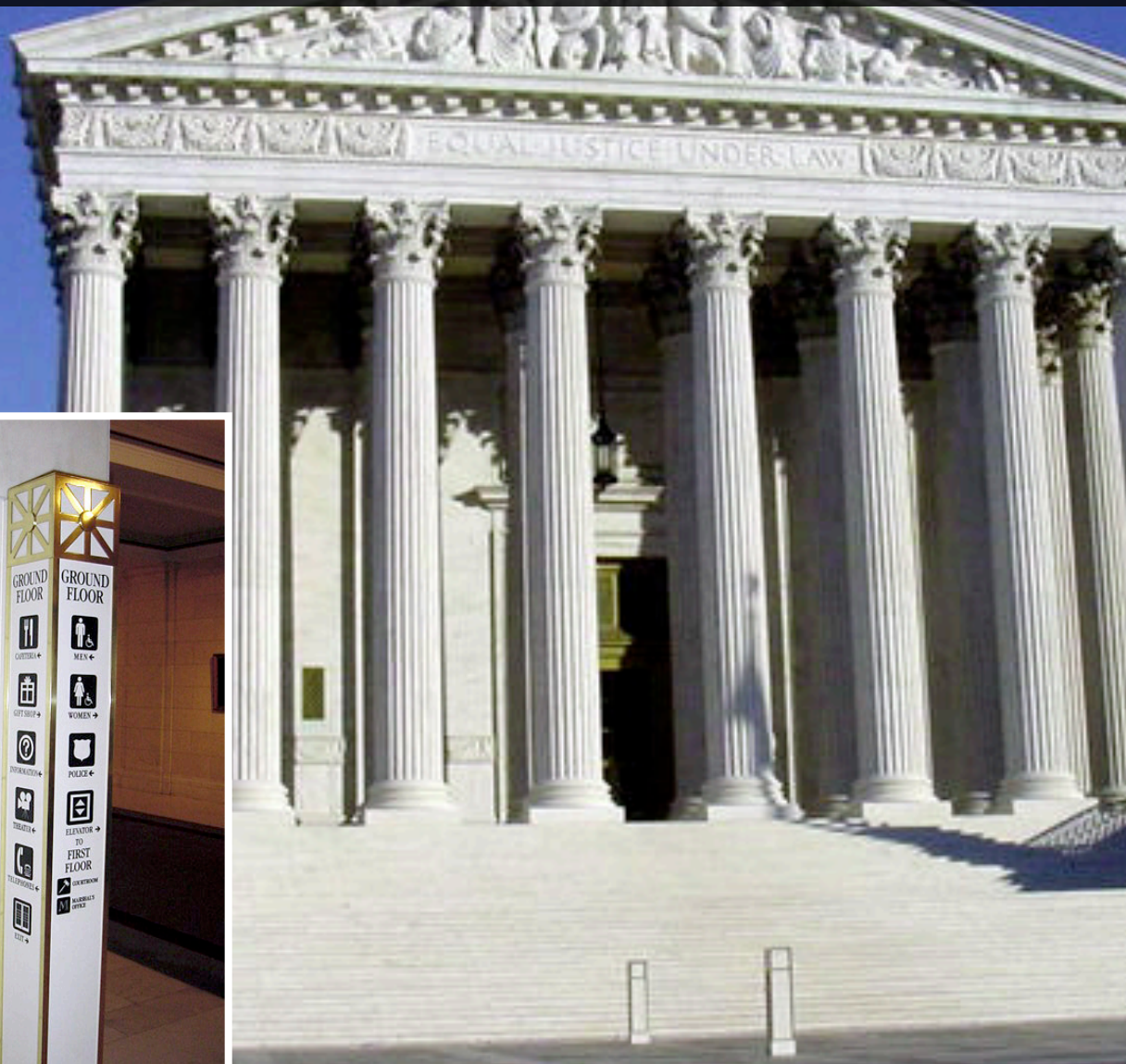
City of Old San Juan Wayfinding System

San Juan, Puerto Rico



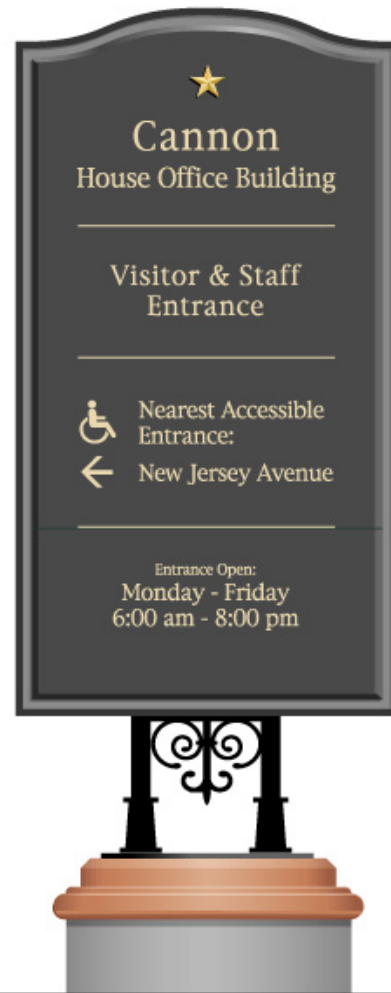
United States of America Supreme Court

Washington, DC



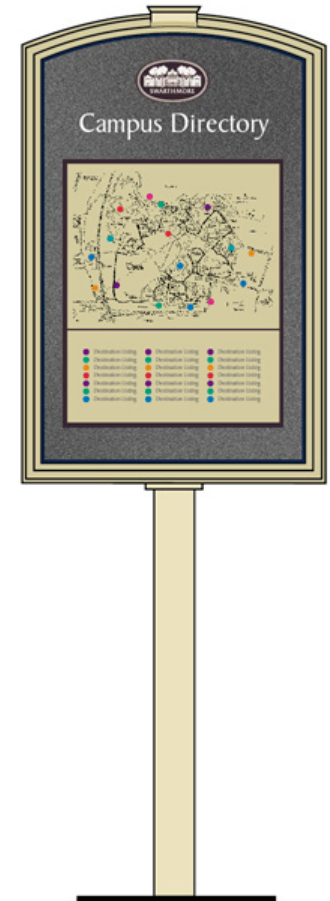
United States Capitol Complex Signage

Washington, DC



Swarthmore College Wayfinding & Identity Signage

Swarthmore, Pennsylvania



Martin's Point Health Care Campus Wayfinding

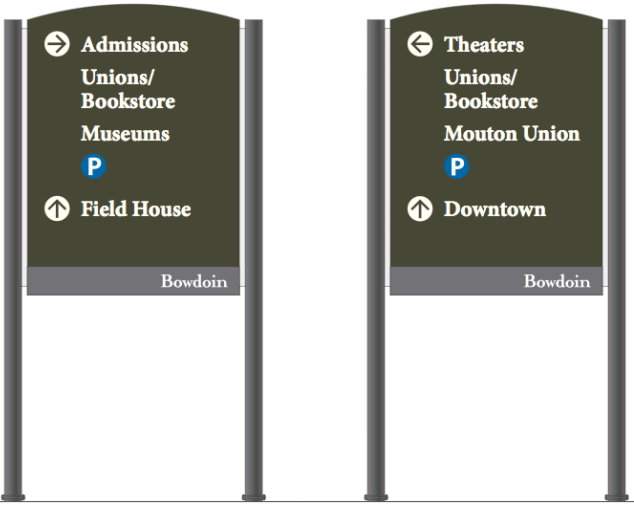
Portland, Maine





Bowdoin College Wayfinding & Identity Signage

Brunswick, Maine



1 | East Elevation - S104
Scale: 1/4" = 1'-0"

2 | West Elevation - S104
Scale: 1/4" = 1'-0"



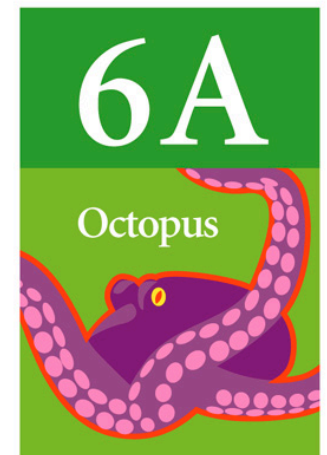
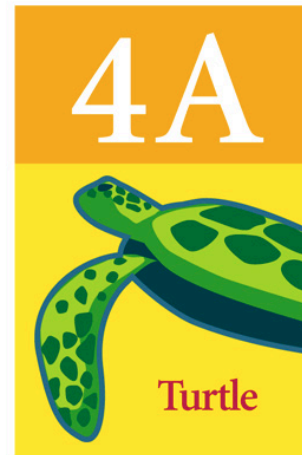
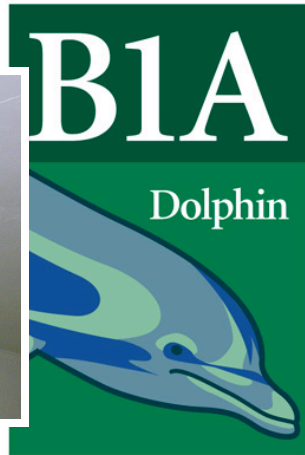


2 | Front Elevation
 Scale: 1"=1'-0"

Johns Hopkins University Hospital

Baltimore, Maryland



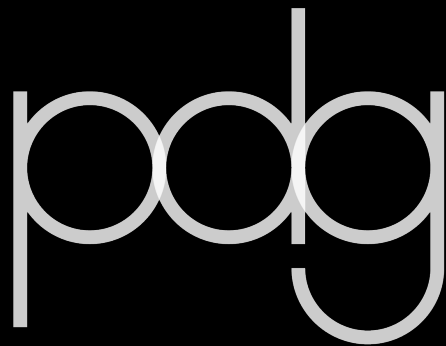


United States Botanic Gardens Wayfinding & Interactive Signage

Washington, DC







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February 2021

**FREEPORT
WAYFINDING
PROGRAM**

Town of Freeport

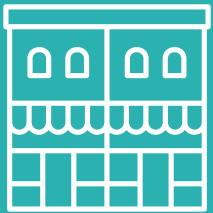
AT A GLANCE



3.5 MILLION VISITORS TO FREEPORT

8,614 FREEPORT'S POPULATION

68% OF FREEPORT SHOPPERS ARE FEMALE



122

BUSINESSES



1

**40 FOOT INDIAN
LANDMARK**



34

**MILES OF
HIKING TRAILS**



3

MICROBREWERIES

Visitor Survey

100 SURVEYED | AGES 22-71 | 27 FIRST TIME VISITORS

WHERE ARE YOU FROM?



**OUT
OF
STATE**

COLORADO
CONNECTICUT
MARYLAND
MASSACHUSETTS
MISSOURI
NEW HAMPSHIRE
NEW YORK
OHIO
PENNSYLVANIA
TENNESSEE
UTAH
VERMONT
WEST VIRGINIA



**DOWN
THE
ROAD**

AUGUSTA
BANGOR
BATH
BETHEL
BRUNSWICK
FALMOUTH
GREY
LEWISTON
LISBON
PORTLAND
WELLS
YARMOUTH

WOULD BETTER SIGNAGE IMPROVE YOUR VISIT?

87% OF VISITORS THINK SIGNAGE WOULD IMPROVE THEIR EXPERIENCE.

“Absolutely, needed directions”

“Yes, wasn’t sure where the town center was”

“Hands down yes”

WOULD YOU COME BACK?

89% OF VISITORS WOULD RETURN TO FREEPORT.

“Of course, always fun shopping”

“Yes, Love Freeport”

“Always have a blast”

Visitor Survey

Visitor Name	From	Age	First Time Visitor?	Would better signage improve your visit?	Would you come back? How was your trip?
Krissy	Brunswick	33	No	Not sure	Yes
Jeff	Brunswick		Yes	Yes	Yes
Tony/Jill	Lisbon	34	No	Not sure	Sure, ok visit
Emma	Utah	43	Yes	Absolutely	Yes
Mark	Portland	62	Yes	Yes	Yes, had a great vacation camping
Joe	Brunswick		No	Not sure	Yes, was a good visit
Erin	Connecticut	29	No	Yes	
Elizabeth	Vermont	50		Yes	Hope to, upset that J.Jill closed
Georgia	New York	46	Yes	Hands down yes	
Steve	New York	42	No	Absolutely	Yes, love Freeport
Amanda	Wheeling, WV	33	Yes	Yes	Yes, had a great trip
Jim	Lewiston	30	No	Not sure	
Susan	Portland		No	Not sure	More shops
Nelson	Boston, MA		Yes	Yes	Yes, had a nice trip
Dave	Boston, MA	71	No	Absolutely	Nice visit, nice restrooms
Chris	Kansas, MO	45	Yes	Yes	Yes, wonderful vacation
Millers	New York		Yes	Yes	Yes, can't wait to come back
Greggory	Massachusetts	22	No	Yes	
Ben	Yarmouth	31	No	Not sure	Ok
Daniel	Boston, MA	66	Yes	More than likely	Yes, sometime next year after pandemic
Al	Pennsylvania		No	Yes	Yes, visit every year
Bev	Boston, MA	37	Yes	Yes	Yes, come up on weekends
Susan	Lisbon	27	No	Not sure	Yes
Rick	Portland	51	No	Yes	Yes, sometime soon

Visitor Survey

Visitor Name	From	Age	First Time Visitor?	Would better signage improve your visit?	Would you come back? How was your trip?
Richard	Portland	26	No	Yes	Yes, hit Patagonia sales
Sam	Portland	41	No	Not sure	
Wendy	New York	39	Yes	Absolutely	Great day, spent too much
Lindsey	Portland	30	No	Absolutely	Always have a blast
Kevin	Portland		Yes	Yes	
Claire	Bath		No	It should help-can't hurt	Yes/plan to
Nicky	New Hampshire	39	No	Yes	Yes
Carolyn	Ohio	50	Yes	Yes	Wonderful time
Craig	Nashville, TN	46	Yes	Hands down yes	Lots of fun, love the breweries
Haley	Boston, MA	30	No	Absolutely	Lots of new shops to visit
Alan	Falmouth	33	Yes	Yes	Always, frequent shopper
Matty	Massachusetts	30	No	Yes	Plan to
Jackson	Boulder, CO		Yes	Probably	Parking was an issue to stores
Daniel	Augusta		Yes	Yes	Yes
Laurie	Maryland	71	No	Absolutely	Vacation here every year
Madison	Massachusetts	60	Yes	Yes	Yes
Cindy	Lewiston	28	No	Maybe, not sure	Yes
Amy	Massachusetts	22	No	Yes	Hope so
Roberta	Grey	49	Yes	Absolutely	Yes, good deals
Ted	Portland	66	Yes	More than likely	Of course, like Freeport
Jill	Brunswick		No	Yes	Yes, miss the outlets however
Dolly	Lisbon	37	No	Yes	Yes, hope businesses come back
Jackie	Portland	27	Yes	Yes	Yes, plan to
Sally	Portland		No	Yes	Yes

Visitor Survey

Visitor Name	From	Age	First Time Visitor?	Would better signage improve your visit?	Would you come back? How was your trip?
Devon	Maine	28	No	Yes	Of course, always fun shopping
Khrystal	New Jersey		Yes	Yes	Hope to, good times
Brian	Bangor	51	No	Not sure	Freeport has changed since last visit
Jennifer	Wells	36	No	Yes	Yes, signage for wheelchair access
Heidi	Portland	28	No	Yes	Yes, love Freeport
Matt	Massachusetts	37	No	Yes	Hope to
Lanny	Waterbury, VT	40	Yes	Yes, especially where to park without getting a ticket	Nice, plan to after this pandemic
Charlie	Washington, DC	62	Yes	Yes, DC has a good sign system	Yes
Samantha	Bath	44	No	Absolutely, needed directions	Yes, love to shop, great town
Eric/Sally	Portland		No	Absolutely, hopefully better than Portland	Yes, love dining and LLBean
Alice	Yarmouth		No	Yes, could use a visitor center	
Holly	Columbus, OH	31	Yes	Yes, wasn't sure where the town center was	Great time dining and shopping/terrific destination
Scott	Auburn	40	No	Yes	
Holt	Dedham, MA	39	No	I think so. Come up every holiday	Yes, like the experience-hope more stores come back
Lucy	Bangor		No	Absolutely, more parking and handicap spaces	Yes, nothing special
Keith	Portland	26	No	Yes	Yes, love to shop here
Jim	Lewiston	50	No	Yes	Yes
Conner	Bethel	32	No	Yes	Yes, next year at Christmas
KC	Boston, MA	47	Yes	I believe so	Yes
Brenda	Falmouth			Yes	Visit regularly
Charlotte	Portland	22	No	Yes	Yes
Erika	Baltimore	41	Yes	Absolutely	
Gwen	Portland	30	No	Yes	Yes

Inventory and Assessment (*in progress*)

WHERE DO WE START?

- **Conduct background research of related signage studies/plans**
- **Inventory principal destinations**
- **Review all modes of transportation and preferred routes and identify destination points**
- **Review and update as needed the inventory of existing wayfinding signs**
- **Identify areas where sign clutter is a concern**

10 Essential Factors

PDG CONSIDERS IN OUR WAYFINDING SITE AUDIT:

- 1. Mode of transport.** Since our visitors arrive by vehicles, parking must be clearly labeled, with signs directing visitors to the proper locations.
- 2. Landmarks.** Are there environmental landmarks (such as exterior signs, sculptures (Bean boot), gardens or town center) that help visitors know they're in the right place?
- 3. Obstructions.** Are there visual obstructions to the wayfinding signage, such as overgrown landscaping or newly placed signage that obscures previously placed informational signs? Are all wayfinding signs readable from the distance at which they are approached?
- 4. Access points.** How do people come and go from parking lots? What are the physical and aesthetic characteristics they will encounter along the access points?
- 5. Decision points.** Are there adequate directional signs at decision points in the town, such as a main street with intersections?
- 6. Naming protocol.** Is there a cohesive theme for segregating zones and identifying pathways and key areas? Are the names and symbols recognizable and understandable to people of diverse backgrounds?
- 7. Flexibility.** Is the chosen naming protocol flexible enough to be adapted to changing functionality if new businesses come into town. A sense of place. Do the wayfinding signs create a sense of place, in which each zone or varied use of the space has its own distinctive feel?
- 8. Maps.** Wayfinding maps may not be necessary in smaller spaces, but in a larger facility or campus, maps are key to wayfinding and are a powerful navigation aid to convey advanced wayfinding guidance.
- 9. Information or directory stations.** If there is no information desk, is one needed? If one exists, is it properly placed, and is it an appropriate height to be accessible to all visitors? In addition to an information desk, there are several directory boards we feel are readable and direct enough for staff to update as the occupants and uses of the building change over time?
- 10. Lighting.** Adequate lighting on wayfinding signage. You also need to consider how the existing lighting within town works with the finishes of the signs we use. The wrong combination can create a glare that will render your signs unreadable.

Find Your Way

GUIDE



Steer you in the right direction

DIRECT



What you'll find over here

INFORM



Provide details and information

INSTRUCT



How to do something

DIRECTORY

PRIMARY

TERTIARY

SECONDARY

DECOR

COLLATERAL

2021: FREEPORT WAYFINDING PROGRAM



Gateway Signage



Vehicular Signage

Pedestrian Signage



Orientation Signage

Identification Signage

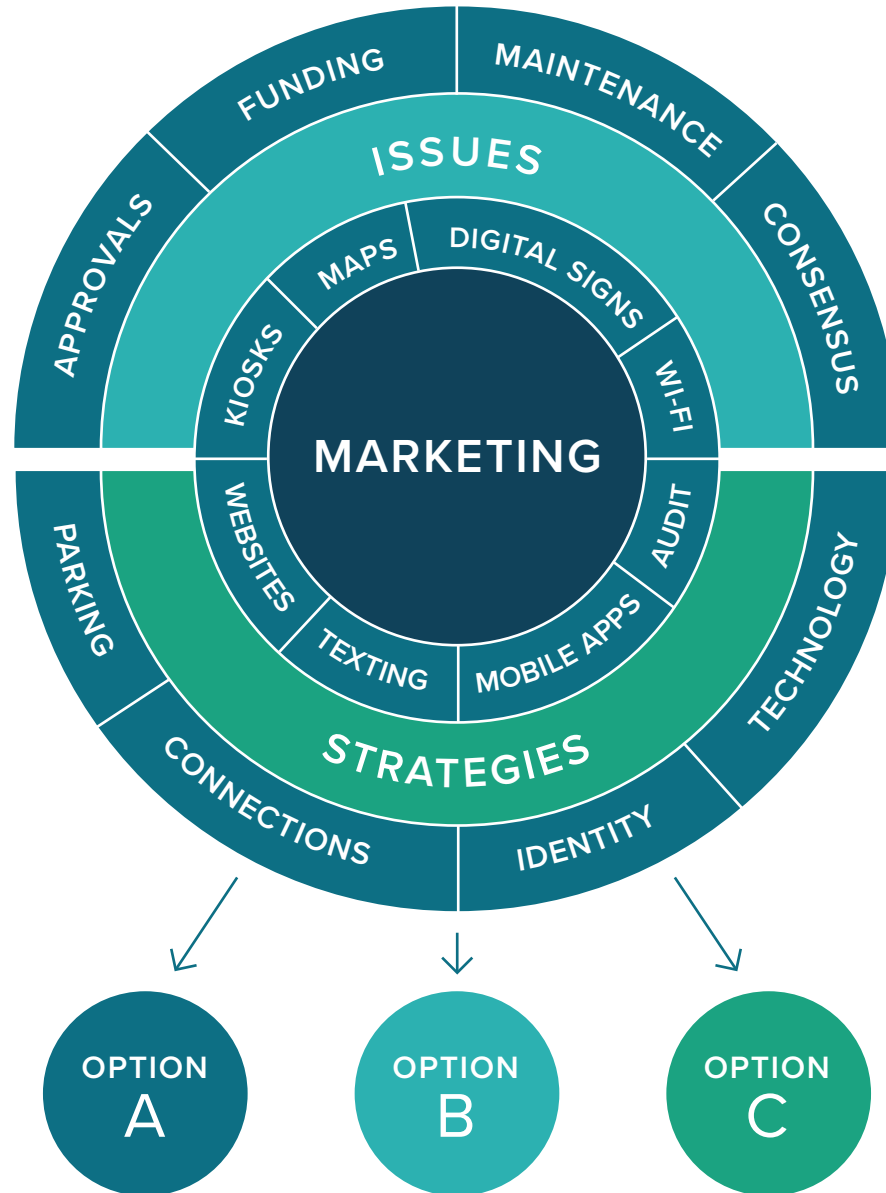
Promotional Signage

Regulatory Signage

Experience Diagram A.



Experience Diagram B.



Existing Signage

EXISTING SIGNAGE



PEDESTRIAN DIRECTIONAL SIGNAGE



SECONDARY SIGNAGE



SITE SIGNAGE



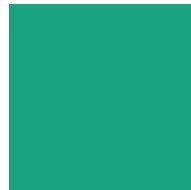
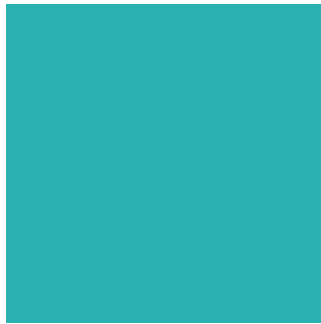
SECOND LEVEL VEHICULAR SIGNAGE



Signage Site Plan



1st Theme Direction : Modern



Modern Wayfinding Examples



Slab

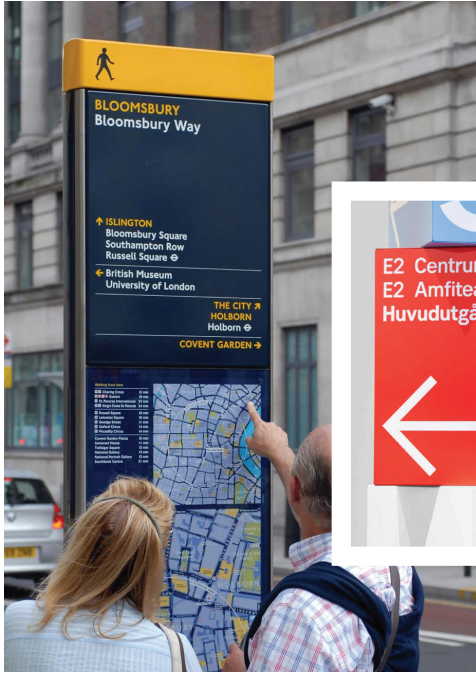


Pylon

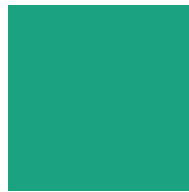
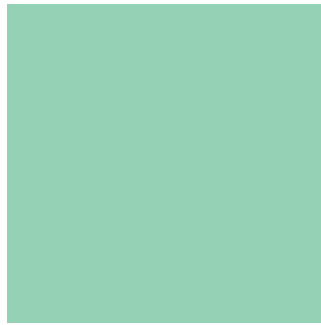


Totem

2021: FREEPORT WAYFINDING PROGRAM



2nd Theme Direction : Arts



Arts Wayfinding Examples



Slab

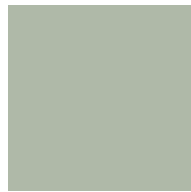
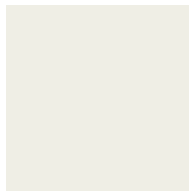


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Totem

3rd Theme Direction : Classic



Classic Wayfinding Examples



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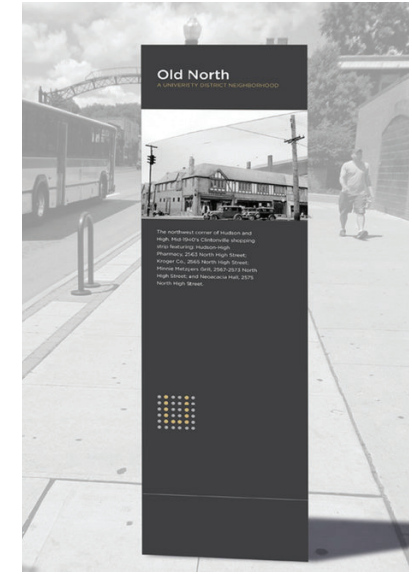


Pylon



Totem

2021: FREPORT WAYFINDING PROGRAM



Branding Freeport

EXAMPLES OF CITY BRANDING:



City of Boston



NEXT STEPS

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020

As of March 2, 2021

Project	Committee Leads (Alternate in Parentheses)	Project Description/Scope	Date Added to Project Plan	Estimated Completion Date	Next Planned Steps (for next CSC mtg)	Milestones / Accomplishments	Key Contacts
Desert Road Bridge	Greg Michaud (Adam Bliss)	Participate in MDOT and related project meetings, inform and advise CSC.	Oct 1, 2019	2022-2023	Update committee on GPCOG progress with web site. Communications progress. Frequently Asked Questions review.	<ul style="list-style-type: none"> * Federal grant funding approved on September 4, 2019. * MDOT Design meeting held: CSC and ALC voted to locate multi-use path on north side and widened shoulder on south side of bridge at Maine DOT meeting. * MDOT cost-sharing meeting held October 6. * MDOT follow-up meeting scheduled for October 28. * Council approved 1/5/21 going to bond for \$634k (Desert & Mallett) 	
Mallett Drive Bridge	Greg Michaud (Adam Bliss)	Participate in MDOT and related project meetings, inform and advise CSC.	Oct 1, 2019	2022-2023	Update committee on GPCOG progress with web site. Communications progress. Frequently Asked Questions review.	<ul style="list-style-type: none"> * Federal grant funding approved on September 4, 2019. * Signal Warrant Analysis completed * MDOT Design meeting held: CSC and ALC voted to locate multi-use path on north side and widened shoulder on south side of bridge at Maine DOT meeting. * MDOT cost-sharing meeting held October 6. * MDOT follow-up meeting scheduled for October 28. * Meeting with VHB Engineers to review Mallett Drive as part of PACTS as part of review to evaluate high crash locations (HCL) * Council approved 1/5/21 going to bond for \$634k (Desert & Mallett) 	
Crosswalks	Sally Walsh	Develop crosswalk protocols and specific plan for Main St. between West St. and Mallet Dr.	Oct 1, 2019		Update committee on contacts made and materials gathered.	<ul style="list-style-type: none"> * Create plan of existing crosswalks on Main Street from Mallett Drive to West Street. Include mapping, locations, visibility, functionality, use, pros, cons, MDOT compliance, tactile warning plates, signage, and accessibility * Greg, Doug L and Sally met to discuss establishing contacts for this effort. 	Patrick Adams, Maine DOT BikePed Program Manager, (207) 624-3311 or at patrick.adams@maine.gov (reports to Steve Cole)
Bike Racks	Phil Wagner		Oct 1, 2019		Update committee on contact made with Andy Spaulding and any materials gathered. Seek further guidance from committee on the scope of the effort.	<ol style="list-style-type: none"> 1. Budget for bike racks for FY 2020. 2. Create existing inventory of bike racks (condition, type, locations, use frequency). 3. Existing Inventory completed. 2 existing locations; two U-racks at Town Hall and 1 rack at Train Station. 	Andy Spaulding, Active Living Chair (207) 650-7889 andy.spaulding@wellvation.com
Public Peddlers and Food Trucks	Phil Wagner	Represents CSC in ongoing annual review and decision making regarding peddler carts and food trucks. Recommends and Manages changes/enhancements to Public Peddlers' Ordinances to ensure its ongoing currency	Jan 5, 2021		Seek further guidance from committee on the scope of the effort.	CSC approved adding on 1/5/21.	
Lower Main Street Beautification	Sally Walsh		Jan 5, 2021	Jun 30, 2021	Establish contacts and get 'plugged in' to Freeport initiatives that can inform this project. Provide an update to the committee on progress made.	CSC approved adding on 1/5/21.	Tawni Whitney (twhitney@freeportmaine.com) Chip Gray (harraseeke@aol.com) / Mary Davis (maryhitt.davis@gmail.com)

Cells highlighted in yellow reflect changes made from the previous month's submission

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020

As of March 2, 2021

Project	Committee Leads (Alternate in Parentheses)	Project Description/Scope	Date Added to Project Plan	Next Planned Steps (for next CSC mtg)	Milestones / Accomplishments
Active Living Committee Liaison	Doug Leland	Support the committee as CSC representative	Dec 1, 2020	Define the scope and function of the role with respect to the two committees and prepare Active Living for sunset in 6/21	Added to the workplan 1/5/21
Maintain Complete Streets Policy	Doug Leland	Ensure CS Policy is updated as needed, and re-approved by the Town Council annually	Dec 1, 2020	Provide monthly updates to the Complete Streets committee as warranted	Added to the workplan 1/5/21

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020


As of March 2, 2021

Project	Reason Inactive	Committee Leads (Alternate in Parentheses)	Project Description/Scope	Date Added to Project Plan	Estimated Completion Date	Milestones / Accomplishments
Cousins River Bridge & Route 1 Multi-Purpose Path	Project Not Started	TBD	Participate in MDOT and related project meetings, inform and advise CSC.	Oct 1, 2019		Preliminary Design submitted to MDOT Project Manager.
Complete Streets Education and Communication	Not Assigned		Develop program for community education regarding Complete Streets and CS related topics.	Oct 1, 2019		The focus is on building out the processes and identifying the communication platforms by developing a scope document and work plan for 2021. eg. Town of Freeport web site, pamphlets, workshops, etc. for communication to the general public. Original language was: Cable TV, web, pamphlets, workshops, school presentation, Bike Maine Complete Story Map Facilitate Bridge Workshop
Proposed: Develop multi-use path solution for Yarmouth to Downtown	NEW - Request Committee Approval	TBD				
Proposed: Develop multi-use path solution for Desert Road bridge to LLBean Distribution Center	NEW - Request Committee Approval	TBD				
Proposed: Develop multi-use path solution for Mallett Drive bridge to US-1	NEW - Request Committee Approval	TBD				
Proposed: Develop multi-use path solution for Mallett Drive bridge to Pine Tree Academy	NEW - Request Committee Approval	TBD				
Proposed: Investigate the need for and possible repurposing of the taxi stand on Main Street	NEW - Request Committee Approval	Phil Wagner				

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020

As of February 2, 2021

Project	Committee Leads (Alternate in Parentheses)	Project Description/Scope	Date Added to Project Plan	Completion Date	Final Disposition	Attachments
Write and Submit Complete Streets Policy	Doug Leland	Develop Complete Street policy for Council review and approval.	10/01/19	12/05/20	Town Council approved the policy on Dec 1, 2020	
Addressing Resident Road Concerns	Chief Nourse (Greg Michaud)	Document a process flow for addressing residents' road issues and concerns	02/02/20	02/02/20	Final draft unanimously approved 2/2/2021	 Resident Street Issue Process Flow 2020.12.04.pptx

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020

Change Date	Initiative	Type of Change	Committee Member Name	Comments
1/5/2021	Public Peddlers and Food Carts	New Initiative	Phil Wagner	
1/5/2021	Public Peddlers and Food Carts	Assigned	Phil Wagner	
1/5/2021	Bike Racks	Inactive to Active Status	Phil Wagner	
1/5/2021	Bike Racks	Assigned	Phil Wagner	
1/5/2021	Lower Main Street Beautification	New Initiative	Sally Walsh	
1/5/2021	Lower Main Street Beautification	Assigned	Sally Walsh	
1/5/2021	Active Living Committee Liaison	New Ongoing	Doug Leland	
1/5/2021	Active Living Committee Liaison	Assigned	Doug Leland	Responsibilities will change when Active Living Committee is sunsetted 6/21
1/5/2021	Maintain Complete Streets Policy	New Ongoing	Doug Leland	
1/5/2021	Maintain Complete Streets Policy	Assigned	Doug Leland	Will take on short term; to be transitioned
12/5/2020	Write and Submit Complete Streets Policy	Completed	Doug Leland	
2/2/2021	Document a process flow for road concerns	Completed	Greg Michaud	

Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 10/28/2020

Committee Members as of February 2, 2021

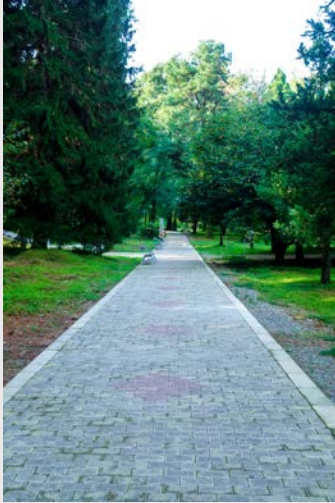
Committee Member	Address	Contact	Term Expiration	Role	Former Member	
Greg Michaud	106 Tenpenny Street	mishes@comcast.net	(207) 522-0453	Sep-21	Chair	
Doug Leland	29 Cushing Briggs Road	doug@dougleland.com	(207) 522-7620	Sep-23	Vice Chair	
Doug Reighley	2 Harbor Ridge Road	dreighley@freeportmaine.com		Appointed Annually	Town Council Liaison	
Adam Bliss		abliss@freeportmaine.com	(207) 865-4743 x106	Indefinite	Staff Lead and Town Engineer	
Nate Goodman	16 Main Street	ngoodman@freeportmaine.com		Indefinite*	Acting Police Chief	Sue Nourse
Andrew (Andy) Seymour	Casco Street	aseymour@llbean.com	(207) 671-6502	Indefinite*	LL Bean Representative	Dave Lockman
Sarah (Sally) Walsh	24 Lanes Island Way	swalshcpnp@gmail.com	(617) 633-0295	Sep-22	Member	Geralyn Campanelli
Phil Wagner	8 Dennison Avenue	phil@pwags.org	(207) 653-7852	Sep-23	Member	Chester Goggins
Liz McDonald	130 Dune Drive	emac31810@gmail.com	(858) 204-7128	Sep-23	Member	Jerry Antl
Barbara Guffin	70 South Street	bjguffin@gmail.com	(207) 233-3050	Sep-23	Member	Jamel Torres

*Terms for Police Chief & LL Bean Representative are indefinite as per Admin Code Sec. 614

Previous Committee Members

Susan Nourse	16 Main Street			Indefinite	Police Chief
Jerry Antl	49 Bailey Farm Road	865-6716		Sep-23	
Jamel Torres	8 South Street #2			Sep-23	
Geralyn Campanelli	201 Grant Road	205-4598		Sep-20	
Chester Goggins	5 Whispering Pines	865-1514		Sep-21	
Dave Lockman	Casco Street				LL Bean Representative
Catrina Milliman	19 Holbrook Street #14				

March 23, 2021



COMPLETE STREETS MEMBERS

Greg Michaud – Chair
Doug Leland – Vice Chair
Doug Reighley – Town Council Liaison
Adam Bliss – Staff Lead; Town Engineer
Nate Goodman – Acting Police Chief
Andy Seymour – LL Bean Representative
Sally Walsh – Member
Phil Wagner – Member
Liz McDonald – Member
Barbara Guffin - Member

CHANGING WITH THE TIMES

Traffic and Parking



Complete Streets



Town Council



Complete
Streets



Active
Living

COMPLETE STREETS COMMITTEE

OUR VISION - Complete Streets envisions and supports the Town of Freeport becoming a community in which all residents and visitors — regardless of age, ability, or financial resources, can safely, comfortably, and conveniently use the public right-of-way and future multimodal path network to satisfy transportation needs, consistent with federal, state, and municipal transportation regulations.

RECENT COMMITTEE ACCOMPLISHMENTS

Completed Freeport's very first Complete Streets Policy
Formalized our work plan
Developed a process work flow for resident road concerns
Developed FAQ for the bridge reconstruction project

ACTIVE COMMITTEE WORKPLAN PROJECTS

- Mallett Drive and Desert Road bridges
 - Crosswalks
 - Bike Racks
 - Public Peddlers and Food Carts
 - Lower Main Street Beautification
 - Working with Active Living on transition to Complete Streets
- <FILL IN OTHER PROJECTS AS THEY ARE APPROVED>

2021-2022 COMMITTEE OBJECTIVES

- Develop comprehensive, shared documentation repository (Dropbox, GoogleDocs) for the Complete Streets Committee
- Develop and deploy improved data-centric reporting of Freeport-specific information (eg. crash data)
- Continue to participate and advise in Freeport visioning and planning efforts
- Better understand, coordinate with and leverage other Freeport committees to complete mutual objectives
- Finalize Active Living transition, establish liaison and develop planning processes between the two groups
- Develop a more visible presence of the Complete Streets Committee relative to on-line presence and general communication