

**From:** [Max](#)  
**To:** [Yvette Meunier](#)  
**Subject:** Re: Approach for CDAC working agreements  
**Date:** Friday, June 12, 2026 12:18:30 PM  
**Attachments:** [Outlook-4jcfqvzm.png](#)

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Hi Yvette,

My plan would be similar to how it went for the Implementation Committee:

I would like to hear from the Committee their goals on how meetings should progress. For the Implementation Committee, it we reviewed the materials from 2016 and made some updates to it to reflect the mood of the Committee. If CDAC would like to use the same materials, then we can use that instead.

After going over the basic guidelines and reasons for why the CDAC was created and what the members should be doing, I would then want to go over a draft agenda that outlines how they should run a meeting. My version with Implementation Committee gave an idea for the amount of time each segment should take that is meant to be flexible dependent on the topics of the meeting.

Once we are done with those two items, I want to end on general thoughts of the Committee (similar to how I suggest meetings end) by giving all members an opportunity to speak on the what we discussed and how they want to go moving forward. I believe the Implementation Committee asked for the updated materials so they could use it for their meetings.

That is just my general overview. Again, the materials I have would likely be the materials that you have for the Implementation Committee that can just be shared again. If the CDAC wants to do something different, then that is something we can weave into the discussion.

Maxwell Johnstone, Deputy Director  
207-209-4129 extension 3



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**From:** Yvette Meunier <[planning@bowdoinham.com](mailto:planning@bowdoinham.com)>  
**Sent:** Friday, June 5, 2026 8:43 AM  
**To:** Max <[mjohnstone@midcoastcog.com](mailto:mjohnstone@midcoastcog.com)>

**Subject:** Approach for CDAC working agreements

Hi Max,

The CDAC Chair has asked me to solicit from you a proposal of how the Working Agreements facilitation will go which I am to share with the committee in advance. Can you draft me up an email with a brief outline/explanation of the process for the meeting and please include any things items they should read through and things for the committee to think about in preparation.

Please give me a call if you want to chat some more about this.

Thanks for your help!

Sincerely,

Yvette