

Town of Waterboro
20/20 Master Planning Committee

Minutes

February 23, 2015 – 5:15 PM – Central Fire Station

Call to Order: 5:25 PM by Chair, Bob Powers

Present: Members - Bob Powers, Dianne Holden, Dave Barker, Tim Neill and Judi Carll, members. Town Planner: Tom Ursia. Absent: Todd Abbott and Roger Macomber members.

Review & Accept Agenda: Tim made the motion to add discussion for the vote to adopt the Comprehensive Plan be added to the agenda. Judi seconded. Voted, passed.

Minutes: Tim made the motion to accept the minutes of January 26, 2015. Judi seconded. Voted, passed.

Announcements:

- A. Planning Board member Judi reported that the PB was still working on section 2.08 in regards to reduction of setbacks and the driveway ordinance. The PB will hold a workshop on March 4, 2015 to work on appearance standards.
- B. Tom reported that the Maine Assoc. of Planners have requested a copy of Waterboro's Energy Chapter to use as a model.

Correspondence: None.

Old Business:

- A. Status Report on the Economic Development Chapter: Bob reported that the ED Committee will be meeting March 4 and March 18 and asked 20/20 members to attend. He reviewed the ED draft chapter with 20/20 members. Tom noted that the Town Administrator doesn't want the ED Mission Statement changed.
- B. Review Draft of Open Space and Natural Resources Chapter: Todd reviewed the Open Space and Trails draft sections he drew up. Tim volunteered to research info in regards to zoning and cluster development. Bob feels the committee needs a copy of the whole chapter in order to help Todd. It was agreed to hold a workshop session on Monday, March 2, 5:15 PM, Conference Room at The Maine Real Estate Network to look at the chapter and assign tasks for completing the chapter.
- C. Review Revised Action Planning Strategy List and Review & vote to approve the Final Draft of the Future Land Use Planning Chapter: Tom reviewed the 'Planning Action

Strategies' of the final draft of the Future Land Use Chapter, including six additional add-on action planning recommendations.

1. Engage the Code Enforcement Officer in establishing a priority system for identifying and rectifying visual blight in the Town (unregistered vehicles, junk yards, trash and unsanitary debris. *Discussion. Agree to delete and revisit for the Executive Summary.*
2. The Road Review Committee shall continue to take traffic counts throughout the town, and annually post the numbers on their town website page. *Committee agreed.*
3. Create a part-time volunteer position that would be entitled Director of Community Engagement and Volunteerism. *Committee agreed.*
4. Implement the Old Alfred Road sidewalk project by utilizing the MDOT's 80% cost-sharing monies and committing the Town's 20% matching monies. (Note: Engineering/design work and estimates were completed in November, 2012) *Committee agreed.*
5. Prepare and implement in 2015-2016, a Town readiness test for economic development. Evaluations to be prepared every calendar year and reported to the Town Administrator. *Committee agreed.*
6. Perform codification/updating of all land use and planning ordinances/regulations/ policies/fee schedules in 2015-2016. Thereafter, a review of same should be performed every 10 years, at a minimum. *Committee agreed.*

Dave B. made the motion to approve the Future Land Use Chapter with the above add-on action planning recommendations, and to authorize Tom to have it printed. Tim seconded. Voted, passed.

- D. Status Report on Executive Summary for Final Report: Bob needs help making of list of acknowledgements and would like members input on making list.

E. Other Unfinished Old Business, if any:

- a) Solidify May dates for public meetings: Agreed to hold two meetings. One on Wednesday May 13, 2015 at 6 PM in the Selectmen's Meeting Room. IT Manager will be asked to broadcast live and also tape the meeting for rebroadcasting. The second one will be on Saturday, May 16, 2015 at 10 AM at Lakeside Church. It was agreed that advertising needed to be started as soon as possible.

New Business:

- A. Review budget status for current fiscal year and take any action as necessary: Bob feels that \$2,000 is needed to cover expenses for the May meetings. He is willing to talk to Sanford Institution for Savings to help cover the costs. Motion by Tim, seconded by Judi to authorize Bob to talk with SIS in regards to the donation. Voted, passed.

Tom will ask the Town Administrator for an additional \$2,000 to complete the 20/20 Master Planning Committee's work. Motion by Todd, seconded by Dave, to authorize Tom to discuss additional funding needed with the TA for the 20/20 Committee. Voted, passed.

- B. Acceptance of Comprehensive Plan: Discussion – Written Ballot Vote vs. Town Meeting Floor Vote. Tim made the motion that due to the importance of passing the Comprehensive Plan, the 20/20 Committee strongly recommends to the Town Administrator, that the vote to adopt the Comprehensive Plan should be done by written ballot. Judi seconded. Voted, passed.

Adjournment: Judi made the motion to adjourn at 8:55 PM. Todd seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Approved March 30, 2015

Town of Waterboro
20/20 Master Planning Committee

Minutes

March 30, 2015 – 5:15 PM – Central Fire Station

Call to Order: 5:25 PM by Chair, Bob Powers

Present: Members - Bob Powers, Dianne Holden, Dave Barker, Tim Neill, Todd Abbott and Judi Carll, members. Town Planner: Tom Ursia. Absent: Roger Macomber member.

Review & Accept Agenda: Dave made the motion to accept the agenda as written. Tim seconded. Voted, passed.

Minutes: Tim made the motion to accept the minutes of February 23, 2015. Judi seconded. Voted, passed.

Announcements:

- A. Tom reported on Planning Board activity, including updates on Family Dollar and Little Ossipee Lake Campground. The Planning Board has done final approval to the Carpenter Estates subdivision located on Clarks Bridge Road.

Correspondence: Memos to and from the Town Administrator was acknowledged, as well as letters to and from Sanford Institution for Savings.

Old Business:

- A. Receive, review, possibly revise and vote to approve Economic Development Chapter:

The Committee reviewed the ED Chapter and made a few minor clarification/wording changes to it. Additionally, under the Town's Asset list for ED, the availability of Public Water was added; the 20/20 Conclusions and Recommendations was placed before the Appendices; and the last sentence of the Conclusions was delete and the following inserted: 'The most important thing that the Town needs to do, in terms of capital investment improvement, would be to promote economic growth and to deal with infrastructure issues.'

Tim made the motion to adopt the Economic Development Chapter with the changes made and to express the 20/20's thanks to the EDC. Dave seconded. Voted, passed.

- B. Review Draft of Open Space and Natural Resources Chapter: Todd provided a proposed copy of the cover for the Chapter. Discussion included the layout of verbiage vs. map placement; the suggestion of having it sized as 11X17 and being spiral bound at the top. A meeting was scheduled for April 13 at 3 PM to receive, review, revise and possibly vote to approve the final draft copy of the Chapter.
- C. Status Report and confirm final commitments regarding the May 13 and May 16 Informational Meetings: It was agreed that the May 13th. meeting will be held at Central Fire Station at 6 PM with refreshments being served. The May 16th. meeting will be held at the Grange Hall at 10 am with breakfast items being served. The committee members will provide the food for the meetings. Attendees will go home with a list of the Action Planning Strategies and a copy of the Executive Summary.
- D. Status Report on Executive Summary for Final Report: Bob handed out a draft of the work that he has done for the Executive Summary. All agreed the layout and information provided was well done. Bob would like members to review the Acknowledgments page and let him know of anyone else that should be listed.
- E. Report on financial status for completing the Committee's work and take appropriate action if necessary: Tom stated that \$4,000. is needed to complete the Comprehensive Plan. As of March 25th., the 20/20 account had a balance of \$1,038., with outstanding bills of \$600. The Town Administrator has approved \$2,000. and private funding is being sought for the additional \$2,000.
- F. Other Unfinished Old Business, if any: None

New Business:

Discuss and vote on April through June meeting dates: Dave made the motion to hold meetings on the following dates and times at Central Fire Station: April 13 @ 3 PM; April 27 @ 5:15 PM and, May 11 @ 5:15 PM. Judi seconded. Voted, passed.

Adjournment: Tim made the motion to adjourn at 8 PM. Dave seconded. Voted, passed.

Respectfully submitted,
Dianne Holden
Committee Secretary

Approved April 27, 2014

Town of Waterboro
20/20 Master Planning Committee

Notes

April 13, 2015--Central Fire Station

NOTE: Because there was not a quorum, no “official business” was conducted nor were any votes taken. Committee members present did, however, hold a “work session” on several unfinished tasks.

Present: Todd Abbott, Robert Powers, Dianne Holden, and Sel. Jon Gale.
Tim Neill arrived at about 5:00pm

Absent: Judi Carll, Dave Barker, Roger Macomber, Town Planner Tom Ursia

Work Session: The Committee spent over an hour reviewing and “wordsmithing” material that will most likely be included in the **OPEN SPACE AND NATURAL RESOURCES CHAPTER**. About another fifteen minutes was devoted to reviewing material that will be included in the **EXECUTIVE SUMMARY**. Another fifteen minutes were devoted to discussing procedures and tasks for the Informational Meetings.

Respectfully submitted,

Dianne Holden
Committee Secretary

Town of Waterboro
20/20 Master Planning Committee

Minutes

April 27, 2015 – 5:15 PM – Central Fire Station

Call to Order: 5:15 PM by Chair, Bob Powers

Present: Members - Bob Powers, Dianne Holden, Tim Neill, Dave Barker, Todd Abbott and Judi Carll, members. **Absent:** Roger Macomber member.

Review & Accept Agenda: Judi made the motion to accept the agenda as written. Dave seconded. Voted, passed.

Minutes: Tim made the motion to accept the minutes of March 30, 2015. Dave seconded. Voted, passed. Tim made the motion to accept the minutes of April 13, 2015. Dianne seconded. Voted, passed.

Announcements:

- A. Tom can not make today's meeting.
- B. Bob checked with TA Gary Lamb in regards to displaying the Comprehensive Plan on voting day. Per MMA it can not be done whereas the approval of the CP is on the ballot.

Correspondence: None.

Old Business:

- A. Receive, review, possibly revise and vote to approve the Open Space & Natural Resources Chapter:
Todd handed out copies of the draft OP/NR Chapter. The Committee reviewed the OP/NR draft Chapter page by page. Todd to make changes discussed. Agreed to meet on April 29, 2015 to discuss, review and vote on the Open Space/Natural Resource Chapter at 5:15 PM.
- B. Status Report on Chapters already approved but copies of which have not yet been received:
 - 1. Economic Development Chapter: Bob reported that the ED Chapter is currently at the printers and should be completed by early next week.
 - 2. Future Land Use Planning Chapter: Bob reported that this Chapter is also currently at the printers and will be completed this week.

- C. Receive, review, possibly revise and vote to approve the Executive Summary for Final Report: Bob handed out the draft of the Executive Summary. The Committee reviewed the summary page by page and thanked Bob for a job well done. Dave made the motion to approve the Executive Summary for Final Report as revised. Judi seconded. Voted, passed.

- D. Finalize format and committee member assignments for the May 13 & 16 Informational Meetings: Tabled to the April 29, 2015 meeting.

- E. Other Unfinished Old Business, if any: None

New Business: None

Adjournment: Tim made the motion to adjourn at 8:25 PM. Todd seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Approved May 11, 2015

Town of Waterboro
20/20 Master Planning Committee

Minutes

April 29, 2015 – 5:15 PM – Central Fire Station

Call to Order: 5:15 PM by Chair, Bob Powers

Present: Members - Bob Powers, Dianne Holden, Tim Neill, Dave Barker, Todd Abbott and Judi Carll, members. Sel. Jon Gale. **Absent:** Roger Macomber member.

Review & Accept Agenda: Todd made the motion to accept the agenda as written. Dave seconded. Voted, passed.

Minutes: Tabled.

Announcements:

- A. Bob announced the advertising schedule for the Information Meetings. Kerry D'angelis has created the advertising, and it will be in the Reporter as ½ page on May 1 and May 8. Also 1/3 page in the Smart Shopper on May 5 and May 12. Sel. Abbott will be printing posters for distribution. The Reporter will be doing a news story on the Comprehensive Plan prior to Town Meeting.
- B. Update on the Executive Summary for Final Report: Bob reported that he has made the changes in the Executive Summary and it will go to Kerry on Friday. Kerry needs copies of the Energy, Infrastructure and Villages chapter's covers to scan for use in the Executive Summary. The Executive Summary will be printed and used as a handout at the information meetings and at Town Hall.
- C. Ballot Wording: Bob reported that he and TA, Gary Lamb have had a discussion on how the wording for the ballot, and it will be as follows: "Shall the Town adopt the Comprehensive Plan as recommended by the 20/20 Master Planning Committee".

OLD BUSINESS:

- A. Receive, review, possibly revise and vote to approve the Open Space & Natural Resources Chapter:
Todd handed out copies of the draft OP/NR Chapter. Members discussed and reworded the 'open space' page. 'Chapter' to be added to the cover page. Sewall Co. is working on maps of roads, zoning and parcelization. Maps showing large land owners and Land Trust lands will be on the same map. There will also be a trails and wetlands maps. All

agreed that maps are a very important part of the Chapter. Todd has contacted Sewall Co. and there may be a charge, but all agreed if it was not a huge cost, for him to purchase them for the Chapter. Tim made the motion to approve accepting the Open Space & Natural Resources Chapter as changed tonight, with the addition of the maps Sewall will be providing. Dave seconded. Voted, passed. Todd to make changes and once maps were received, have copies of the completed Chapter available at his business for members to pick up.

Adjournment: Tim made the motion to adjourn at 6:50 PM. Todd seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Approved May 11, 2015

Town of Waterboro
20/20 Master Planning Committee

Minutes

May 11, 2015--5:15 PM--Central Fire Station

Call to Order: 5:15 PM by Robert Powers

Present: Todd Abbott, Dave Barker, Judi Carll, Robert Powers, Town Planner Tom Ursia, Sel. Jon Gale. Absent: Tim Neill, Dianne Holden, Roger Macomber.

Review & Accept Agenda: Moved by Todd Abbott, seconded by Judi Carll: To accept the Agenda with the addition under Old Business of “Review, revise if necessary, and approve the proof of the “Open Space and Natural Resources Chapter”as printed. The motion was carried.

Approve Minutes

Moved by Todd Abbott, seconded by Dave Barker : To approve the minutes of the Meeting of April 27, 2015 as printed. The motion was carried.

Moved by Todd Abbott, seconded by Dave Barker: To approve the minutes of the Meeting of April 29, 2015 as printed. The motion was carried.

Announcements: Robert Powers informed the Committee that Dianne Holden would be unable to attend the meeting because she is attending a wake out of state.

Old Business:

Open Space & Natural Resources Chapter: After reviewing the proof and making minimal edits, Robert Powers moved, Dave Barker seconded: To approve the Open Space and Natural Resources Chapter as revised. The motion was carried and Todd Abbott agreed to finalize arrangements with the printer to complete printing the Chapter.

Receive final copies of recently printed Chapters: Final copies of the Executive Summary and the Future Land Use Planning Chapters were distributed and reviewed.

A partial copy of the Economic Development Chapter was distributed and reviewed and Todd Abbott agreed to finalize plans with the printer to complete printing of the Chapter.

Procedures/Format for Informational Meetings: After a brief discussion,

it was agreed to utilize the format/procedures for the Informational Meetings that were outlined on the previously agreed to outline. It was also agreed that the member food donation list that was previously agreed to is ok.

New Business: Judi Carll agreed to host and organize an end of the project cook out gathering for Committee members at her camp on June 15.

Adjournment: Moved by Dave Barker, seconded by Judi Carll: To adjourn the Meeting. The motion was carried and Robert Powers declared the Meeting was adjourned at 6:45 PM.

Respectfully submitted,

Robert Powers for Dianne Holden