

Town of Waterboro

20/20 Master Planning Committee

Minutes

September 7, 2011 – Central Fire Station

Call to order: 6:07 PM, by Tom Ursia, Town Planner.

Present: Bob Powers, Todd Abbott, Kent Whitten, Roger Macomber and Selectmen Dave Woodsome and Planning Board Member Frank Allen Absent: Steve Eveld

Review & Accept Agenda: Roger made the motion to accept as written, with the addition of discussing membership. Bob seconded. Voted, passed.

Minutes: Bob made the motion to accept the minutes of June 22, 2011, as written. Roger seconded. Voted, passed.

Announcements: None

Correspondence: None

NEW BUSINESS:

Comments/feedback from attending citizens: Frank feels that a meeting should be held between the 20/20 and the Planning Board (PB). Todd felt it would be useful to have a meeting with the PB before work begins on the Village Planning Chapter.

Membership: Discussed and agreed there is a need to get the Board of Selectmen to add members to the committee. Tom stated that if anyone knows of someone that would be interested, they should bring them to the next meeting. Todd suggested to have letters sent to those that attended the Visioning Session. Dave said he would discuss 20/20 membership with the Board of Selectmen.

Committee Chair & Co-Chair for FY 11-12: Roger made the motion to have Tom as Chair and Kent as Co-chair for the ensuing year. Bob seconded. Voted, passed.

Update on status of starting the Energy Chapter and timelines: The Board of Selectmen affirmed, 5-0, to have Woodward & Curren as the consultant for the Energy Chapter. W&C have sent conditions with their contract which the Town Administrator and Town Attorney have reviewed and made necessary changes. This packet will be presented to W&C tomorrow and hopefully they will start next week. Bob made the motion to enter in contract with Woodward & Curren as consultant for the Energy Chapter. Todd seconded. Voted,

passed. Tom stated that the completion date will be no later than November 2, 2011 at which time they will be invited to deliver the finished product to the whole committee. The audit for the grant money has to be completed by December 30, 2011. Members that would like a copy of the scope of services in the contract can request one from Tom.

Update on timelines of Village Planning Chapter: The Conway School of Landscape Design (CSLD) has a 40 year history. A representative is willing to meet with the committee in December. The project will start in December to early January and be completed in June of 2012. Kerry D'Angelis, President of the Waterboro Association of Businesses (WAB) put together, with Tom's help, a business survey but it was never put into action. Tom may be able to get CSLD to do field work on this survey. Todd feels 20/20 should either ask WAB to use their survey or the committee do their own so the ownership is the 20/20's and the product is the best the committee can produce. All agreed that a business survey would be vital to the Chapter and to ask WAB if their survey could be used as a guideline. Bob stated that things need to be expedited to get closure on them.

Ideas/needs for the upcoming year: Discussion on what will be the next Chapters to work on. Need to work on the CIP and operating budget during the next couple of months. Tom requested members to think about items for the CIP and operating budget for discussion at the next meeting. Frank spoke on the CIP and stated there's a need to have the GIS system on line. Perhaps a joint venture of the Planning Board, Road Review and 20/20 that requests the \$30-40,000 that is needed to make the GIS program that we have, a usable product. Roger & Tom will draft a CIP for the GIS. It was felt a person has to be assigned to it and it should be so mentioned in the CIP request. Roger made the motion to enter into a joint venture with the Planning Board and Road Review Committee for a CIP request for GIS and to mention in the request that a person has to be assigned to the GIS program by the Board of Selectmen. Todd seconded. Voted, passed.

Bob would like to have the framework of the completed plan by title, and all agreed. Tom will present breakdown at the next meeting. Roger would like to see infrastructure as the next chapter. Todd stated the infrastructure should include water, schools, county, sewerage, roads etc. Tom asked who does the committee want to invite to the table. Plans are needed for 20-25 years out. To discuss water: Planning Board, Water District, business people, Board of Selectmen and 20/20, at a minimum. Tom and Kent will work on a proposal dealing with strategy of infrastructure. Bob stated that the committee should come up with a list of key people and resources for information for strategy and systematically work thru it. Tom said that he and Kent would work together on such a list and present it at the October meeting. Roger noted that the Board of Selectmen have dropped the ball on meeting with the committees on a quarterly basis.

OLD BUSINESS: None

Next Meeting: October 5, 2011 – 6 PM – Central Fire Station

Adjournment: Todd made the motion to adjourn at 7:10 PM. Roger seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Approved October 19, 2011