

Town of Waterboro

20/20 Master Planning Committee

Minutes

January 5, 2011 – Raven Hill Orchards

Call to order: 5 PM, by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery, Kent Whitten, and Steve Eveld

Review & Accept Agenda: Motion to approve by Bob, seconded by Roger. Voted, passed.

Minutes: Roger made the motion to accept the minutes of December 1, 2010 as written. Jack seconded. Voted, passed.

Correspondence: Acknowledge receipt of Memo from Charter Review Commission in regards to comments and/or suggestions for their review process. Due to time restraints on this meeting's agenda, it was agreed to review the current Charter at the February meeting.

Announcements: None.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

PSA Progress Report: Sandi reported that she had done a PSA in regards to the January 7th. Visioning Session for the Municipal Channel. No report on Board of Selectmen requested PSA. Discussion held on best form to use for public announcements.

OLD BUSINESS:

Visioning Sessions:

1) General Visioning Session: Friday, January 7, 2011 at the Massabesic Middle School from 6 to 9 PM. Bob to touch bases with school about set up, etc. Committee members are asked to be there by 5:30 PM. Todd will put signs at each entrance to the school and stated that a budget of \$200. is available. Sandi will work on refreshments. Tom will put together the suggested questions from the Dec. 1, 2010 minutes and have it printed. He will also work up a sign-up sheet and make name tags. Members are asked to bring 2 people to the session and also, e-mail residents in their e-mail accounts about the session.

2) Young Adults Visioning Session: Tom handed out a copy of the feedback from the questionnaire from Massabesic High School that 84 Waterboro students completed. It was a huge success and Tom has thanked Principal Elkington for his participation in the event. Bob suggested that the local newspaper editors be contacted and public recognition be given to all. Bob agreed to do write up.

3) Home Schoolers Visioning Session: Kent reported that it appears no one is interested in participating. However, he will be having his 2 children fill out a form.

2011 Operating Budget: Todd reported that he and Tom worked together on the Committee's Operating Budget Request for FY 2011-2012. A copy of which was handed out. The amount requested was \$59,600. Tom gave an update on the Energy Grant monies.

Other Business: Discussion held on a State approved vs. not State approved Comprehensive Plan. Tom stated that a State approved plan gives the Town the right to go after a CDBG (Community Development Block Grants). However, Waterboro doesn't qualify for the grants due to a formula used from census figures vs. poverty levels in a Town. Waterboro will still be eligible other grants, both State and Federal. A further discussion on this subject will be held in April. Also discussed was the need to let the public know what an 'action plan' is and how does the Town benefit from them.

FUTURE BUSINESS:

February 2, 2011 Agenda Items:

- PSA Update – Sandi
- Village Planning Chapter - Tom
- Joint Meeting of Town Committees - Tom
- General Visioning Session – Tom
- Charter Review Commission Input – Todd
- Comprehensive Planning Terminology Session - Tom

April 6, 2011 Agenda Items:

- State Approved Comprehensive Plan

Next Meeting: February 2, 2011 – 5 PM to 6:45 PM – Central Fire Station

Adjournment: Jack made the motion to adjourn at 6:45 PM. Sandi seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Town of Waterboro

20/20 Master Planning Committee

NOTICE

The February 2, 2011 meeting was cancelled due to a storm.

Town of Waterboro

20/20 Master Planning Committee

Minutes

March 2, 2011 – Central Fire Station

Call to order: 5:15 PM, by Tom Ursia, Town Planner.

Present: Bob Powers, Todd Abbott, Jack Seery, and Steve Eveld Absent: Kent Whitten, Sandi Binette and Roger Macomber

Review & Accept Agenda: Motion to approve by Jack, seconded by Steve. Voted, passed.

Minutes: Steve made the motion to accept the minutes of January 5, 2010 as written. Jack seconded. Voted, passed.

Announcements: None

Correspondence: A mandate from the Board of Selectmen to the Planning Board was made to look at the area surrounding the intersection of Rts. 5 & 202. One Planning Board member would rather have the 20/20 Committee look at it.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

PSA Progress Report: Table until April meeting.

Budget Requests FY 2011-2012: Jack made the motion to request \$15,000. from the CIP for the Village Chapter and request \$59,600. for the Operating Budget. Bob seconded. Voted, passed.

OLD BUSINESS:

Status of Budget Requests from Board of Selectmen: Dianne reported that the Selectmen's budget only includes \$9,600. for the 20/20 Operating Budget. Discussion: How will/shall the Committee continue without funding. The Committee needs to meet with the Selectmen to ask for reconsideration and have them part of the process. What were the Board's thoughts on funding when they created the Committee. Felt that the Committee owes the public a tool for

input and action of information gathered at the 3 Visioning Sessions. The \$15,000. CIP request for Village Planning, which is very important. The Operating Budget of \$59,600. would cover one half of the completion of the Master Plan, including Village and Energy Chapters, which are hoped to be completed by year end. The most important pieces: Open Space with action plans and strategy; Infrastructure, including roads, public water and public sewerage; and Design, of buildings and landscape. Todd made the motion to ask the Board of Selectmen for reconsideration of the 20/20 budget requests, and ask for \$50,000. for the Operating Budget and \$15,000. for the CIP budget. Steve seconded. Voted, passed. Secretary to contact the Board's secretary to get appointment for the 20/20 at next Tuesday's Board of Selectmen's meeting.

Charter Review Commission Report: Todd did an overview of the Commission's work. Members of the 20/20 Committee were encouraged to provide input to the Charter Review Commission.

FUTURE BUSINESS:

April 6, 2011 Agenda Items:

- State Approved Comprehensive Plan
- Village Planning Chapter – Tom
- Comprehensive Planning Terminology Session – Tom
- Public Service Announcement

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

Adjournment: Jack made the motion to adjourn at 7:05 PM. Todd seconded. Voted, passed.

Respectfully submitted,



Dianne Holden
Committee Secretary

Town of Waterboro

20/20 Master Planning Committee

Minutes

Special Budget Meeting

March 17, 2011 – Central Fire Station

Call to order: 4:05 PM, by Tom Ursia, Town Planner.

Present: 20/20 Committee: Bob Powers, Roger Macomber, Todd Abbott, Jack Seery, and Kent Whitten. Board of Selectmen: Dennis Abbott, Gordon Littlefield and Jon Gale. Finance Committee: Dianne Holden

Tom reviewed the Operation Budget request of \$59,600., of which \$9,600. was approved on the Selectmen's Budget. Tom presented Option "A" and Option "B" for discussion and review (see attached), to add clarity to the budget request. The Committee would like to do both A & B options. Tom explained codification of Ordinances and dissecting our 25 year old zoning requirements that need all need to agree to on the Town level and be sure they are up to date with current State Laws. Discussed having Planning Board vs. neutral party do work needed. Board of Selectmen need to engage Planning Board and Town Planner and occasionally Southern Maine Regional Planning (SMRP). Noted that SMRP helped with verification of the budget figures. Zoning maps updates, as well as establishment of new zones, would be done concurrently. Discussed that Town and all Committees need to keep 'rural sustainability' in regards to large parcels to keep from changing. Suggestion that workshops be set up by the BoS and have assignee from collaborative Committees to attend workshop to work together. BoS to develop line of staff and communications so everyone abides by it, with each getting tasks to do and be accountable for their tasks. All Committees need to be on board. Need to look at long range and short range needs.

The 20/20 Committee asks that the Board of Selectmen reconsider both requests and let the townspeople make decision as to funding for the Committee. The reconsideration request includes \$15,000. for the CIP project; and, Operating Budget: \$25,000. for Option "A", and \$25,000. for Option "B", as outlined, in addition to the \$9,600. approved, for a total of \$59,600.

Adjournment: Jack made the motion to adjourn at 5:40 PM. Seconded by Todd. Voted, passed.

Respectfully submitted,



Dianne Holden
Committee Secretary

WORKING DRAFT - FOR DISCUSSION & REVIEW
20/20 MASTER PLANNING COMMITTEE
SUPPLEMENTAL BUDGET DETAILS for FY 11-12

Option "A"

CHAPTER ON
LAND USE REGULATIONS, INNOVATIONS & ZONING MAP INITIATIVES

DESCRIPTION OF INITIATIVE: Process includes dissecting, updating, innovating and codifying all 14 Articles of the Town's Zoning Ordinance and all 14 Articles of the Town's Land Subdivision Regulations. Deliverable of updated ordinances with progressive initiatives will be before June 2012 Town Meeting.

STAKEHOLDERS: Direct interface and input from and with the Waterboro Planning Board, Waterboro Economic Committee and Waterboro Association of Businesses.

BUDGET ALLOCATION: \$25,000. (Consultant fee with SMRPC for zoning & subdivision complete overhaul, re-write, codification and final e-document) Cost verified on 9 March '11. Innovation and initiative component prepared in-house by Town Planner .

COMPLETION: Commence: July 20, 2011 Complete on or before: May 25, 2012

Option "B"

CHAPTER ON
OPEN SPACE PLANNING , RURAL SUSTAINABILITY & TOURISM

DESCRIPTION OF INITIATIVE: Process includes research, updating of habitat databases, aerial mosaic of key habitat zones, rural sustainability case study and pro forma on development vs. preservation impacts. Deliverable of this chapter with mapwork and progressive action plans will be accomplished before June 2012 Town Meeting.

STAKEHOLDERS: Direct interface with Maine Audubon, Beginning with Habitat Coalition, the Maine Bureau of Tourism, the Waterboro Land Trust, the Waterboro Planning Board, Colby College, Bowdoin College and various alliances (Federal , international and foundations)

BUDGET ALLOCATION: \$25,000. (Various academic at cost participations, consultant fees, natural resource mapping outsourcing plus final e-document) Field research, RFPs, alliance building and chapter consolidation/editing/presentations to be accomplished by Town Planner .

COMPLETION: Commence: June 20, 2011 Complete on or before: May 25, 2012

Town of Waterboro

20/20 Master Planning Committee

Minutes

June 22, 2011 – Central Fire Station

Call to order: 5:09 PM, by Tom Ursia, Town Planner.

Present: Bob Powers, Todd Abbott, Steve Eveld, Kent Whitten, Roger Macomber and Selectmen Dennis Abbott

Review & Accept Agenda: Bob made the motion to accept as written. Kent seconded. Voted, passed.

Minutes: Roger made the motion to accept the minutes of April 6, 2011, as written. Bob seconded. Voted, passed.

Announcements: None

Correspondence: Jack Seery's resignation was acknowledged with regret.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

Looking ahead for the start-up of the Energy & Village Chapters: CIP monies requested were not passed at the Annual Town Meeting, however the \$20,000. for the Village Chapter was approved. Tom has put out a request for Letters of Interest/Proposals for the Energy Chapter. By the end of December, 2011, audit and financials need to be back to the state; ideally, completion on or before September 30, 2011. He hasn't had a commitment yet, but has had some interest shown by UMO, MIT, Woodward & Curran and a Pennsylvania firm. Dennis suggest contacting the group that did the Town's Energy Audit. Tom stated that anyone knowing someone to contact should let him know. Todd was concerned that the Chapter becomes too grandiose and could never be achieved. Tom questioned Dennis about each chapter going to the Board of Selectmen; Dennis knew of no protocol, but that would make sense to feed a chapter at a time to the Board. Discussion on what the Energy Chapter might consist of: energy alternatives, efficiency alternatives, initiatives, incentives and retrofit of municipal buildings. The purpose would be education of energy, assets, posting for grants, etc.; need to keep it general, but specific enough for grant processes.

Outcome of joint meeting with Board of Selectmen, 20/20 and Planning Board on Route 5 – future land use zones: Dennis handed out graphs depicting the results of the meeting. Noted that there should be regular meetings with the 20/20 Committee, Planning Board and other committees/boards. Whereas the 20/20 group have held visioning sessions and public hearings, they have a lot of information to share. Dennis will attend the Planning Board meeting on June 6th. to set up a joint meeting on July 20th. of questions or information 20/20 needs back from the Planning Board. Dennis feels that members of other committees should attend 20/20 meetings. He noted that the last meeting of each month, the BoS have workshops. The EDC has objectives and plans that the 20/20 needs to know about, therefore they need to have meetings with 20/20 to help with their long term goals. They need to see the recommendation of the visioning sessions. 20/20 has to develop a plan from all of the committees input and has to set timelines. Neil Courtney is currently working on a report for the Fire Dept., which the 20/20 may be able to use as a tool for a Public Safety Chapter. May want to use the Land Trust in lieu of a Conservation Commission.

Outcome of Annual Town Meeting budget request: Article 30 gave \$20,000. to 20/20 for Village Planning The Conway School of Design has been contacted and they are to call back and confirm their work with the 20/20. All agreed for Tom to get specifics of work that will be accomplished and will bring a draft to the next meeting. The Committee needs to come up with a work plan to give to the Board of Selectmen. Agreed that Tom should draft one for the next meeting, covering the timeframe of July, 2011 to May, 2012. It will include the scope of the work, timeline and knowledge of what the product will be. The Village Chapter will probably be completed in late June, 2012.

Chapter for Recreational Plan for Town: This would be a big umbrella chapter, including open space and it's use. Assets of the Town include Little Ossipee Lake, Ossipee Mountain, trail systems, etc. that need to protected. Should capitalize on tourism. Dennis spoke to the need of a joint meeting with the EDC, as need to list resources, economic and conservation prospects. Currently there are no plans for municipal land. Some went to the Land Trust. Suggestions that Villages not stand alone, but interconnect; not sure whether that needs to be done. In regards to the water system, the town has no control of future demands or protection. Infrastructure does not have a good chapter currently. Tom stated that infrastructure (roads), water supply and subsurface systems are huge pieces. Dennis said options need to be explored. Bob sees more potential for co-ordination then ever to happen in town. Tom said that natural resources and open space should be addressed; should tourism be built in? Todd spoke about the school system; how many homes can we afford to have built? Dennis said he would set up a workshop on July 26th. with all the committees.

Traffic Counter: Roger reported that the Road Review Committee purchased one in 2010, which was only put out once. At the 2011 Annual Town Meeting they were appropriated money to purchase 3 more. A lot of information can be obtained from the use of them.

OLD BUSINESS: None

Next Meeting: July 20, 2011 – 6 PM – Central Fire Station
July 26, 2011 – 6 PM - Joint Meeting with Committees and
Board of Selectmen

Adjournment: Todd made the motion to adjourn at 7:40 PM. Roger seconded. Voted,
passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Approved September 7, 2011

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

Town of Waterboro

20/20 Master Planning Committee

Minutes

October 19, 2011 – Central Fire Station

Call to order: 5:40 PM, by Tom Ursia, Town Planner.

Present: Tom, Ursia, Bob Powers, Roger Macomber, Dianne Holden, Steve Eveld and Selectmen Dave Woodsome and Jon Gale. Absent: Todd Abbott and Kent Whitten

Review & Accept Agenda: Roger made the motion to accept as written. Bob seconded. Voted, passed.

Minutes: Roger made the motion to accept the minutes of September 7, 2011, as written. Bob seconded. Voted, passed.

Announcements: None

Correspondence: E-mail from Kent Whitten. Members acknowledged receipt and his resignation as Co-chair of the Committee.

NEW BUSINESS:

Comments/feedback from attending citizens: None

Discussion/Vote Co-chair: Dianne made the motion to have Bob as Co-Chair. Roger seconded. Voted, passed.

Expanding Membership: Tom stated that the process for becoming a member of this Committee as with any other Town Committee, is to fill out an application and submit it to the Administrative Assistant's office. The Board of Selectmen will interview the candidates and vote on their appointment.

CIP & Operating Budget for FY 12/13: Item tabled until the November 2nd. meeting.

Framework of Master Plan, by chapter titles: Tom passed out a listing of the Master Plan Chapters and Proposed Titles.

Infrastructure Chapter: Focus, Priorities & Action Plans: Tom passed a sheet of some talking points on the next chapter in the Town's Master Plan to do with infrastructure needs analysis for future discussion.

Linkage conversation; Business survey as part of Village Planning Chapter: Tom passed out the proposed Waterboro Association of Businesses 2009 Business Person's Survey that didn't get implemented. Tom approached the WAB President to see if the 20/20 Committee could inherit the survey which Tom helped formulate. Tom would like to have the students of The Conway School of Design implement such a survey as the tabulated results will be an aid in the Village Planning Chapter. The Committee was asked to review and make suggestions on the survey at the Nov. 2nd. meeting. The start-up for the Village Planning Chapter will be the 1st of the year (2012). The Board of Selectmen will be asked to accept the contract with TCSD in the near future. Jon would like to see the Village Plan product status included in the FY12/13 budget request. Dave questioned if an area Chamber of Commerce might be in the works. Tom stated that Sanford is reaching out to other communities, and there is a need, especially for Waterboro, in the absence of a part time Chamber, Economic Development Committee, etc. Bob feels that some mechanism needs to be in place to ensure communications and co-ordination of Town Committees, etc. are not competing with one another. Discussion.

OLD BUSINESS:

Energy Chapter: Tom noted that himself, Bob, Roger and Steve met with representatives of Woodard & Curren to answer questions. The completed Chapters and information should be displayed at the June, 2012 Annual Town Meeting.

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

Respectfully submitted,

Dianne Holden
Committee Secretary

Upcoming Meetings:

Oct. 19, 7 PM - Joint meeting with the Planning Board, 20/20 & Board of Selectmen

Nov. 2, 6 PM – 20/20 meeting with Woodard & Curran

Presentation of Proposed Energy Chapter

Nov. 15, 6:15 PM @ Selectmen's Meeting – Presentation of final Energy Chapter by W&C
(note: meeting changed from November 8th. date)

Approved November 2, 2011

Town of Waterboro

20/20 Master Planning Committee

Minutes

November 2, 2011 – Central Fire Station

Call to order: 6:10 PM, by Tom Ursia, Town Planner.

Present: Tom, Ursia, Bob Powers, Roger Macomber, Dianne Holden, Steve Eveld, Todd Abbott and Selectmen Dave Woodsome. Absent: Kent Whitten. Guests: Mary House and Mary McCann of Woodard & Curran.

Review & Accept Agenda: Roger made the motion to accept as written. Bob seconded. Voted, passed.

Minutes: Bob made the motion to accept the minutes of October 19, 2011, as written. Roger seconded. Voted, passed.

Announcements: The Charter Review Commission will hold a Public Hearing on Monday, Nov. 7th., 7 PM, in the Selectmen's Meeting Room at Town Hall.

Correspondence: None

NEW BUSINESS:

Comments/feedback from attending citizens: None

Presentation of preliminary draft of Energy Chapter by Mary House and Mary McCann of Woodard & Curran: Committee members were all in agreement that Mary and Mary did an excellent job of compiling and presenting the Energy Chapter. A few minor changes will be done for the final presentation to the Board of Selectmen on Tuesday, November 15th. 's Board meeting.

Village Planning Chapter: Discussed how the villages should be looked at. The committee agreed not to do an overall view of the Town, but rather look at the 4 villages separately. It was decided to meet with David Nordstrom of the Conway School of Landscape Planning & Design on December 14th. Tom will ask Board of Selectmen to approve contract with the Conway School at the November 15th. meeting with the Board. Members were asked to look at the schools portfolio list and if there is one that they would like to see more information on, let Tom know and Mr. Nordstrom will bring that file with him on December 14th. Discussion on Business Survey and it was agreed that the Committee work on it themselves.

Discuss & vote on CIP Budget for FY 12/13: Tom handed out a draft CIP budget request for the GIS system, to assist the Town with set-up and proper in-house training. Being able to utilize the GIS system that the Town has already purchased is critical to the infrastructure chapter. The draft calls for a joint request from this committee, Road Review Committee and the Planning Board. Discussion. Roger, who is Chairman of the Road Review Committee stated that they are in favor of this request. Tom will speak with the Planning Board for their input. Todd made the motion to move forward with the request. Bob seconded. Voted, passed.

Discuss & vote on achievable goal/product of zoning corridor maps: Tom handed out a proposal from Sebago Technics for editing the current zoning maps and plotting them, plus creating and plotting larger scale maps for the four villages (south, east, center and north) of the Town. Discussion. Todd motioned to approve the proposal, with Tom renegotiating the scope of services to include four villages, instead of two villages; not to exceed \$2,000.00. (Note: Proposal received was \$1,860.) Roger seconded. Voted, passed.

Discuss on Operating Budget for FY 12/13: Tom handed out the budget timeline provided by the Town Administrator. Discussion. Steve will work with Tom to bring a preliminary budget back to the Committee for discussion/approval.

OLD BUSINESS:

Expand Committee Membership: An on-going reminder to the Committee members to bring any interest person to a meeting.

Adjournment: Todd made the motion to adjourn at 9:35 PM. Roger seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Upcoming Meetings:

Nov. 15, 6 PM @ Selectmen's Meeting – Final Presentation of Energy Chapter by W&C

Nov. 16, 6 PM, Regular Meeting at Central Fire Station

Dec. 7, 6 PM, Regular Meeting at Central Fire Station

Dec. 14, 6 PM, Special Meeting with David Nordstrom of the

Conway School of Landscape Planning & Design

Minutes Approved Dec. 7, 2011

Town of Waterboro

20/20 Master Planning Committee

Minutes

December 7, 2011 – Central Fire Station

Call to order: 6:25 PM, by Bob Powers, Co-Chair.

Present: Bob Powers, Roger Macomber, Dianne Holden, and Todd Abbott. Absent: Kent Whitten and Steve Eveld.

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

Minutes: Roger made the motion to accept the minutes of November 2, 2011, as written. Bob seconded. Voted, passed.

Announcements: Bob stated that Tom would not be attending tonight's meeting.

Correspondence: None

NEW BUSINESS:

Comments/feedback from attending citizens: None

Discuss meeting with David Nordstrom of the Conway School of Landscape Planning & Design for the Village Planning Chapter to be held December 14, 2011: Tom will e-mail the Committee members with the scope of services that was been agreed to before the December 14th. meeting.

Debrief of Final Presentation of Energy Chapter by Mary House and Mary McCann of Woodard & Curran, held November 22, 2011: Committee members were all in agreement that the presentation went well and the money was well spent. For future presentations, the committee's input and work should be so noted.

Review recommendation on CIP Budget for FY13 and vote on budget request: This will be a joint GIS project request with the involvement of this Committee, the Road Review Committee and the Planning Board. The request has been endorsed by the Town Planner, Town Assessor and EMA Director to date. Todd made the motion to approve the CIP Budget request for FY13, for the GIS system, of \$35,000. Roger seconded. Voted, passed.

Review recommendation on Operating Budget for FY13 and vote on budget request for the collaboration, consulting and full completion of chapter on 'Town Infrastructure' : The recommendation was for \$5,000. to cover Committee expenses (training, travel, advertising, printing, postage, etc.) and \$100,000. for the assessment and development of the Infrastructure Chapter. Todd made the motion to approve the Operating Budget request for FY13 in the amount of \$105,000., for an infrastructure assessment, development of the Infrastructure Chapter, and committee operating expenses. Roger seconded. Voted, passed. Committee members were all in agreement that the Chairman should seek endorsements of other Committees/Departments that will benefit from this work.

OLD BUSINESS:

Expand Committee Membership: An on-going reminder to the Committee members to bring any interest person to a meeting.

Adjournment: Todd made the motion to adjourn at 7:12 PM. Roger seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Committee Secretary

Upcoming Meetings:

December 14, 2011, 6 PM, Special Meeting with David Nordstrom of the
Conway School of Landscape Planning & Design

January 4, 2012, 6 PM, Regular Meeting

Minutes approved Jan. 4, 2012