

## Waterville Estates Village District

### Planning Board Meeting February 11, 2021

The Planning Board meeting was called to order at 1600 hours via in person at the Community Center Board Room and conference call. Present were Matt Smith, Mark Canfield, Ryan Timms, Kelly Cannon, David Spinney, Rick LeBlanc, and Gerry Panuczak.

A vote was taken to approve the November ??, 2020 minutes. Mr. Panuczak moved to accept, and Mr. LeBlanc seconded. Mr. LeBlanc approved, Mr. Panuczak approved, Mr. Smith approved. All other members present abstained.

A vote was taken to approve the December 17, 2020 minutes. Mr. LeBlanc moved to accept, and Mr. Panuczak seconded. Mr. Smith approved, Mr. LeBlanc approved, Mr. Panuczak approved. All other members present abstained.

A vote was taken to approve the January 29, 2021 minutes. Mr. Panuczak moved to accept, and Mr. Timms seconded. Mr. Smith approved, Mr. Panuczak approved, Mr. LeBlanc approved, Mr. Spinney approved, Mr. Timms approved, Ms. Cannon approved. All others abstained.

Mr. Smith reviewed the cost estimates received from three firms, Municipal Resources Inc., North Country Council, and Tara Bamford. The following illustrates the three initial proposals:

- 1) Municipal Resources Inc. - \$12,800
- 2) North Country Council - \$20,000
- 3) Tara Bamford - \$12,700

Mr. Smith suggested to throw out the most expensive quote, and supported Municipal Resources Inc., as we are already using them. Mr. Panuczak supported Ms. Bamford as she has done, and is continuing good work for Mountain Lakes Village District, and comes with several recommendations. Mr. LeBlanc suggested that we pay attention to cost with the vendor chosen. Ms. Cannon suggested that the proposal from Tara Bamford was thorough. Mr. Canfield suggested that the proposal from Municipal Resources Inc. was short on substance. It was agreed to have all three vendors attend the next Planning Board meeting to discuss their proposals with the board.

There was a discussion of the individual chapter assignments. Mr. Timms began with Utilities. Mr. Timms suggested that the Water Master Plan would drive this chapter as that is the only utility that the Village District supports. There might be some content regarding the mailbox clusters, depending on where that project leads.

Mr. Spinney discussed Facilities. Mr. Spinney suggested that since we do not have schools, police, and fire, our main focus is on the Community Center, Lodge, and Maintenance facilities. There should be thought and direction provided for future expansions and continued maintenance. Snowmaking is a priority at the Lodge/Ski Area. Additional thought will be necessary at the Maintenance Facility to address structures and environmental concerns. This may also recommend a relocation of the site away from an environmentally fragile area.

Mr. Smith presented a written statement for discussion (see attached).

Mr. Panuczak discussed Land Use. Mr. Panuczak stated that the Land Use section would translate the Vision into physical terms. There should be a study of population conducted, economic activity, natural, historical, and cultural resources prior to completing this chapter. Care must be given to existing conditions, proposed locations for activity, locations of activity, extent and intensity of activity, a detailed map, and a build out analysis. Mr. Panuczak discussed the Land Use chapter of Mountain Lakes Village District as a benchmark for us to follow, as our District has similar qualities.

Mr. LeBlanc discussed Transportation. Mr. LeBlanc emphasized an analysis of paved and unpaved roads, grades, and evacuation plans. There should also be guidance on driveway cuts and undeveloped but proposed roadways.

Ms. Cannon discussed Recreation via a written draft (see attached).

Mr. Canfield discussed Vision via a written draft (see attached).

Mr. Smith will reach out to the three vendors to schedule times at the next Planning Board meeting. Mr. Smith suggested that the committee split into two working groups to further develop their chapters. The following indicates the working groups:

- 1) Vision (Mr. Canfield), Facilities (Mr. Spinney), Recreation (Ms. Cannon)
- 2) Land Use (Mr. Panuczak), Transportation (Mr. LeBlanc), Utilities (Mr. Timms)

The next meeting was scheduled for March 11, 2021 at 1600 hours. The meeting was adjourned at 1714 hours.

Respectfully Submitted

Gerry Panuczak