

## **Waterville Estates Village District**

### **Planning Board Meeting March 11, 2021**

The Planning Board meeting was called to order at 1610 hours via in person at the Community Center Board Room and Zoom conference call. Present were Matt Smith, Mark Canfield, Ryan Timms, Rick LeBlanc, and Gerry Panuczak.

Mr. Smith introduced representatives from North Country Council (NCC) to present their proposal for the Village District Master Plan. NCC clarified that surveys via Survey Monkey were included in their quote, however, postage for regular mail was not included. Mr. Panuczak asked given where the Village District is with chapters chosen, and preliminary work in progress, how will NCC add value to the project. Kaela Tavares stated that they would meet the Village District where they are in the process, and assist gathering data, validate the data collected, add content, edit content already developed, and assist with final products. Mr. Canfield asked if NCC would assist in developing survey tools and Ms. Tavares stated yes, and they would assist in gathering citizen input. Mr. Canfield asked that since we are contemplating a small plan, can the price be reduced, and Ms. Tavares stated that if sections were complete or nearly complete that would reduce the cost.

Mr. Smith introduced Tara Bamford. Mr. Panuczak asked that since Ms. Bamford assisted a similar Village District in their Master Plan development, how would that work help us. Ms. Bamford stated that Mountain Lakes Village District was very concerned with lake water quality, which is likely to be different than us. Ms. Bamford stated that this is a process, and as we identify important items to the community, the project would adapt accordingly. Mr. Canfield asked how this process would assist with managing development and betterments pricing and standardization. Ms. Bamford suggested that we have no controls in place currently, and this process will assist in developing proper controls. Mr. Canfield asked how long the process would take. Ms. Bamford stated the average length is 18 months. Ms. Bamford stated that the committee is "boots on the ground", and she would provide guidance and edits. Mr. LeBlanc asked that since we are already in process, how would that affect the project. Ms. Bamford stated that she would guide and edit work already completed. Mr. Canfield asked if communities do Mater Plans with no consulting support. Ms. Bamford stated yes, but most without support don't have the same quality as those that do.

Mr. Smith introduced Municipal Resources Inc. (MRI). Mr. Panuczak asked that since we have already begun the process, how will they add value. Carol Ogilvie stated that they would recognize would already performed, and guide the process moving forward. Ms. Ogilvie ensured that all final products would conform to applicable laws. Mr. Smith asked how many community input meetings should be performed, and Alan Gould stated that it depends on the community. Mr. Gould also pointed out how Zoom with breakout rooms is an effective tool that MRI has used. Mr. Canfield asked that since the committee is already formulating questions, how would MRI assist. Ms. Ogilvie stated that they would be a part of the surveying, prefer electronic forms, and work with the committee to determine appropriate graphics and presentations. Mr. Gould offered that the quote is subject to change based on the work already completed by the committee.

Mr. Smith began deliberations to pick a finalist. Mr. Smith liked MRI stating that they already know much about the Village District with their current financial process work being done. Mr. Panuczak stated that he can go with MRI or Tara Bamford, and that maybe a fresh resource might help. Mr. Timms stated that he could go with MRI or Tara Bamford. Mr. LeBlanc preferred Tara Bamford. Mr. Canfield stated that he appreciated Ms. Bamford's straightforwardness, but also recognized how MRI would be complementary with their current projects.

Mr. Smith motioned to award the contract to MRI. Mr. Canfield seconded. Mr. Smith, Mr. Panuczak, and Mr. Canfield votes affirmative, Mr. LeBlanc and Mr. Timms voted negative.

Mr. Panuczak motioned to approve the February 28, 2021 minutes. Mr. Canfield seconded the motion. All members present voted affirmative except Mr. LeBlanc abstained.

Mr. Canfield shared the work of his working group which included draft questionnaires for the visioning section, the recreation section, and the demographics section (attached). These questionnaires were designed to gain public input into pressing issues for each Master Plan section. Mr. Canfield shared that in a Village District such as ours, there is only so much money that needs to be earmarked first for infrastructure items such as roads, water system, and upkeep of the Community Center and Lodge before it can be expended on recreational activities. Mr. Canfield stated that if committee members felt the need to add items to the surveys, please email him with suggestions.

There was no report from the other breakout group.

Mr. Smith asked that the breakout groups should continue work, and present again at the next scheduled meeting.

The next meeting was scheduled for April 15, 2021 at 1600 hours. The meeting was adjourned at 1738 hours.

Respectfully Submitted

Gerry Panuczak

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