Willard Beach Master Plan Committee  
Meeting Minutes  
Monday, January 11, 2021, 6:00 p.m. – 7:30 p.m.  
Meeting via Zoom - https://zoom.us/j/97710368490

Present – Karl Coughlin (City of South Portland Acting Director of Parks and Recreation) Kristina Ertzner (City of SP Park Ranger), Catherine Bickford (District 1), Amy McGann (District At-Large), Denise Menard; Peggy Stewart, Secretary (District At-Large), Pedro Vazquez (District 3), Jessica Wibby (District 4); Peter Wilson, Vice-Chairman (District 1)(joined late due to tech issues), Emily Wright (District 2), Jocelyn Leighton (District 1 City Councilor – Non-Voting Member). **Quorum Established.**

1. **Introduction of Committee Members (new and old)**
   - New and old members introduced themselves and talked about why they wanted to be involved in this committee.
   - Peter Wilson (delayed introduction due to tech issues), mentioned need for new committee chair.
   - Nominations and Motions to approve new Committee Members Amy McGann, Denise Menard and Jessica Wibby - Catherine nominated, Kristina seconded, **VOTE unanimous.**

2. **Review and Acceptance of Minutes from February 24, 2020 meeting**
   - Tabled as February 24 minutes were never finalized - Peggy will send email minutes for approval.

3. **Review of Committee Mission and Rules**
   - No mission statement was finalized in previous committee.
   - Pedro – world has changed, need to bring in a facilitator to develop a mission statement.
   - Karl – covered rules of city committees, all of which are pre-Covid – for the time being, Zoom seems the best way to meet.
   - Currently 3 vacancies which are expected to be filled soon by council.

4. **Review and Discussion of what Committee has covered to date**
   - Kristina reviewed who has come and spoken to the group.
   - Peter mentioned need for expertise at this point to figure out what we are trying to accomplish.
     - Peggy – seconded Peter’s comments
     - Pedro – need facilitator
     - Catherine – need for consultant with specific experience in helping a group like this

5. **Discussion of Committee’s need (or not) to hire Consultant (continued from previous meetings); discussion of scope of work and process for hiring**
• Karl – look for someone to explore existing resources, facilitate meetings, create master plan document
• Jess – seconded Pedro’s comments, she read old MP and it was all over the place, need for focus
• Discussion of need to create RFP, Karl will find out more about process and who would do
• Peggy – will research to see if other cities in ME NE have done similar projects
• Kristina – read brainstorming results, what we wanted people to say about WB
• Catherine – dogs are the elephant in the room, issue that must be addressed.
  ➢ Pedro – dogs were included in the coalition of stewardship idea.
• Peter – consultant should be able to help sort this out.
• Amy – consultant vs. facilitator and what other committees have done
• Karl – open space and Wainwright used consultants in the past
• Pedro – serves on police servicing review group, using consultant who is terrific, makes sure everyone is heard, beginning point for their RFP was the ordinance
• Jocelyn – consider choosing someone with some equity or diversity training, indigenous voices from previous inhabitants of land.

6. Open Discussion/Questions
  • **ACTION ITEM** - Karl is going to check on voting/non-voting member
  • **ACTION ITEM** - Homework for next meeting is for all of us to think about scope of work for facilitator/consultant
  • Jess question– should we find someone with expertise or someone to facilitate who brings in the right people?
  • Catherine – the beach is so multifaceted, need someone who already understands the issues and can pull in subject matter experts
  • Karl noted that once we have everyone on board we need to complete project within 1 year.
  • New Officer - Catherine volunteered as chair, Peggy nominated, Denise seconded, **VOTE unanimous**.
  • Catherine asked if committee will continue to meet monthly, general agreement that it should.
  • **Next meeting scheduled for Monday February 8 - 6 pm via Zoom.**
  • Agenda for next meeting will be discussion of RFP for facilitator/consultant.
  • Peter - need to create a vision statement to guide us in creating Master Plan.
  • Peter – suggested committee members revisit first page of what city expects from us.

**Meeting Adjourned 7:15 pm.**