Willard Beach Committee Meeting Minutes
Thursday, September 26, 2019 - 6:00 P.M.
South Portland Community Center

Present –
Voting Members - Kevin Adams (Director of Parks and Recreation, City of South Portland), Kristina Ertzner (Park Ranger, City of South Portland), Steve Puleo (Community Planner, City of South Portland), Lisa Thompson, Peter Wilson, Catherine Bickford, Ashley Kilmartin, Emily Wright, Peggy Stewart, Adrian Dowling, Pedro Vazquez (arrived 6:15 pm). Quorum established.
Non-voting Member- Claude Morgan (District 1 City Councilor/Mayor, City of South Portland
Absent – None.

1. Introductions
   • Meeting called to order by Kevin Adams at 6 pm. Kevin asked committee members to introduce themselves and say why they want to serve on this committee.

2. Review of City Committee Rules/Meetings Format –
   • Kevin passed out and reviewed:
     ➢ Order of city council forming committee (attached) including appointment of officers (Chair, Vice-chair, Secretary) and committee outcomes/duties
     ➢ City clerk’s memo (attached) including rules for serving on city committees including email and text communications, notice requirements, requirement to post agendas in advance
   • Claude Morgan suggested that for future meetings we “give the public a seat at the table” to comment at any time vs. including time on the agenda for public comment.
   • **Vote - Adrian Dowling moved to allow public comment at any time, Peggy Stewart seconded, unanimous approval.**
   • Claude suggested that going forward committee adopt Robert’s Rules of Order.
   • Adrian discussed possible use of facilitator to run meetings.
     ➢ Steve Puleo suggested that chairman run meetings using Robert’s Rules.

3. Goals and Expected Outcomes of the Project -
   • Committee discussed hiring of consultant with $50K budget provided by council order.
   • Steve - possibly hire multiple consultants on a project/skill set basis rather than single consultant and stressed that RFP process can be onerous and time consuming.
   • Claude and Adrian – explore using in house people where possible.
   • Committee agreed to table additional discussion about consultants until we are further along.

4. Specific Items to Be Covered in the Project -
   • Lisa Thompson asked about bathhouse and snack shack – can it be renovated/replaced? Is there a higher/better use?
     ➢ Steve – bathhouse is in 100 year flood plain which greatly restricts what can be done; planning board, DEP, possible other outside approvals likely required.
   • Peter Wilson brought up the fisherman’s shacks; Lisa asked about maintenance/stewardship.
   • Lisa suggested that the “dog issue” be excluded from the committee’s work as it could consume a great deal of the committee’s bandwith.
     ➢ Kevin noted that review of existing policies and rules was in committee’s purview.
     ➢ Claude thought that the current dog rules would need to be changed by referendum rather than by council.
     ➢ **Action Item – Kevin to check with city’s legal counsel on mechanism for revising dog rules.**
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- Claude noted need to make decisions that allow maximum future flexibility.
- Peggy Stewart asked if parking and traffic would be part of committee purview – Claude noted that Chief of Police is responsible and Fire Department also has some say, but that presumably the committee would want to look at this as well.
- Vision/Mission Statement - Claude suggested that any Master Plan should be created from the top down starting with a vision/mission statement.
- Steve suggested that the committee review the city’s new Open Space Plan and its implementation schedule as a starting point for our work.
- Claude suggested that the committee review the city’s new Open Space Plan and its implementation schedule as a starting point for our work.
- Claude discussed mission statements – What would we want to be celebrated for in ten years?

5. Committee Officers Election –
   - Vote - Lisa Thompson nominated Adrian Dowling as Chair, Emily Wright seconded, unanimous approval.
   - Vote - Adrian Dowling nominated Peter Wilson as Vice-Chair, Emily Wright seconded, unanimous approval.
   - Vote - Adrian Dowling nominated Peggy Stewart as Secretary, Peter Wilson seconded, unanimous approval.
   - From now on Chair and Vice-Chair will prepare committee agendas.

6. Public Comment -
   - John Murphy noted in response to Pedro Vasquez’s interest in improving beach accessibility for the disabled that there was a pneumatic wheelchair in the lifeguard office though it has not been well publicized.
   - John suggested that SP Public Works and Water Resource Protection be represented on the committee to make sure that everyone was talking to each other.
   - John thinks that the dog issue needs to be addressed in the committee’s work.
   - Discussion of whether existing/ongoing projects would be affected by the Master Plan process.
     - Deake St. ramp – City is awaiting FEMA funding but will be completed if funding received
     - John Murphy mentioned the planned rebuilding of damaged box at the end of Willard St. and again stressed the need for everyone to talk to each other
   - Claude noted that this committee was here to create a vision, not to be a judicial body to stop things from happening and that any new projects would require public outreach and council approval

7. Future Meeting Schedules -
   - Next Meeting – Monday, October 21 at 6:30 at Municipal Services Facility conference room (929 Highland Ave., across from transfer station). Following meetings TBD.
   - Action Item – Before next meeting committee members should read new Open Space Committee Master Plan and 2002 Willard Beach Master Plan.

8. Meeting Adjourned at 7:30 pm – Peter moved to adjourn, Peggy seconded, unanimous approval.

Respectfully submitted.
Peggy Stewart
Secretary