Willard Beach Master Plan Committee
Meeting Minutes
Monday, March 29, 2021, 6:00 – 7:30 pm
Via Zoom

Present – Voting Members - Karl Coughlin (City of South Portland Acting Director of Parks and Recreation), Kristina Ertzner (City of SP Park Ranger), Catherine Bickford (District 1), Denise Menard (District 5); Peggy Stewart, Secretary (District At-Large), Pedro Vazquez (District 3), Peter Wilson, Vice-Chairman (District 1), Jessica Wibby (District 4) Amy McGann (District At-Large)

Quorum Established.

Absent – Voting Members; Non-Voting Member - Jocelyn Leighton (District 1 City Councilor). Emily Wright (District 2).

1. Review and Acceptance of Minutes from March 15, 2021 meeting Vote – approved, unanimous.

2. Review and discuss Google Doc Draft Master Plan RFP edited by committee members.
   https://docs.google.com/document/d/1evoECBN671MzUTnE3a3Eg9v7hBEFDTh_GQtVbg6vDd4/edit

   The committee reviewed and marked up the following Google Doc sections:
   • Introduction
   • Proposal Submission Requirements
   • Questions Concerning the RFP
   • Project Purpose
   • Project Goals
   • Background
   • Project Oversight
   • Scope of Work (still work to do on some points)
   • Schedule

   At the next meeting committee will begin with the Mandatory Qualifications Schedule. Goal for meeting is to finalize document. Pedro will also give the committee a JamBoard tutorial so we can use JamBoard for brainstorming going forward.

3. New business; schedule next meeting(s). Next meeting scheduled for Monday, April 12; 6 - 7:30. Catherine will reach out to absent members to make sure that they can access the Google Doc and plan to attend the next meeting.

4. Public Comment.
   • John Murphy – discussion about not scaring people with talk of costly capital improvements; importance of making sure people understand that improvements will be expensive
   • John - Federal beach replenishment programs – in scope of work – make sure they are addressed in master plan.
• John - 18-month time frame – need to make sure that the firm has the summer data.
• Karl – 12 months was set by council, would need to go through council for an extension.
• Catherine – will discuss possible need for extension with Jocelyn / Emily Scully.
• John – develop funding methods.
• Discussion of extension – Pedro thinks council will be amenable, esp. given pause.

5. Adjourn. **Vote - approved unanimous.**