Willard Beach Master Plan Committee  
Meeting Minutes  
Monday, April 12, 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), Emily Wright Quorum Established.

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

Public – Brenda Peluso, John (newly moved to 6 Beach St.; LaBrie house).


   • Catherine proposed 15 minutes of public comment at the beginning of this meeting so that public didn’t have to stay until the end of the meeting to comment. Vote – approved, unanimous.

   Public comment:
   • Brenda Peluso – glad that the committee is back up and running, introduced new neighbor
   • John Pina (new resident in the LaBrie house)– he hears concern about the future of the beach and how it has changed, and the future of the beach neighborhood, but is holding his personal thoughts until they have lived here a little longer

2. Review, discuss and if possible, finalize Google Doc Draft Master Plan edited by committee members. The committee reviewed and marked up the following Google Doc sections:
   • Mandatory Qualifications
   • Notification of Award
   • Proposal Contents
   • Selection Process
   • Deliverables

   Peggy will clean up draft document prior to next meeting, adding notes on open items, in hopes that we will have a close-to-final RFP at the close of that meeting.

3. New business; discuss current make-up of committee, possible new members, schedule next meeting(s). Next meetings scheduled for Monday April 26, 6 pm and Monday, May 10, 6 pm.

4. Public Comment (second session).

   • Brenda and John thanked the committee for its work thus far and said that things appeared to be on the right track.

5. Adjourn. Vote – approved, unanimous. Meeting adjourned at 7:20 pm.