Willard Beach Master Plan Committee
Meeting Minutes
Monday, February 8, 2020, 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), Amy McGann (District At-Large), Denise Menard (District 5); Peggy Stewart, Secretary (District At-Large), Pedro Vazquez (District 3), Jessica Wibby (District 4); Peter Wilson, Vice-Chairman (District 1), Emily Wright (District 2), Non-Voting Member - Jocelyn Leighton (District 1 City Councilor). Quorum Established. Note that we are still waiting for a representative from the planning department.

1. Review and Acceptance of Minutes from January 11, 2021 and February 24, 2020 meetings. VOTE Motion to accept/seconded/accepted.

2. General Discussion of Master Plan RFP process – schedule, deadlines, practicalities.
   - Karl - we will take next 2 – 3 meetings to develop the RFP. This meeting plus 2 March meetings – goal is to get RFP out by the end of March.
     ➢ KRFP is phase 1, phase 2 is creating scope, phase 3 is working with consultant, phase 4 is what city does to implement plan.
   - Karl - one year time frame for master plan completion is doable but this depends to some degree on what we ask for in the RFP (reporting, number of community forums, etc.)
     ➢ There is a possibility of requesting an extension of the deadline from city council.
     ➢ Council does not have to approve RFP.
   - Peter - if we pick the right consultant, they will have done this before.
   - Jessica – if we are looking for certain expertise, we need to say it; Karl – we can add this to RFP as a mandatory qualification.
   - Catherine – project components – ask for specific work products in scope of work.
   - General consensus that if committee works well together and has two March meetings, could complete by end of March, consultant hired by beginning of June.
   - Karl thinks that it is likely that there will be active bidders on this proposal – too many consultants rather than not enough.
   - Catherine – is $50K a reasonable budget? Can we get our consultant to think about ways of financing things that happen on the beach? Is there a capital plan?
   - Karl – City Council will be presented with master plan for implementation.
3. **Review and discuss examples of Master Plan RFPs from South Portland and other communities.**
   - Fort Williams Master Plan – Emily thought that it was a good example of a MP for a multi-use master plan.
   - Emily – need for surveys and community outreach
   - Peter – part of consultant’s job might be to do a good count of users
   - Catherine – Willard Use Resource Guide – done by an informal committee, not a master plan for the beach

4. **Draft preliminary outline of Master Plan RFP topics.**
   - Goal is to define RFP scope of work
   - Homework - before next meeting committee members should review other RFPs and throw out ideas to Karl for scope of work, he will incorporate into one document for discussion at the next meeting.
   - Preliminary ideas:
     - Environmental impact
     - Steal a lot from the Fort Williams plan.
     - Catherine – asked Peter what he thinks about discussion of environmental issues like erosion, dune grass – Peter thinks that what we should include these issues as part of the scope of work. Trust the consultants to know what we are looking for.
     - Peter – aspects of these are controlled by law – we will find this out as part of the process. Kristina noted that there are established Federal rules for dune maintenance.
     - Karl noted that erosion fencing just put up is to keep sand from blowing up Willow and Willard St.
     - Catherine – review language of charge from city council – this is what we are expected to do

5. **New business; discuss current make-up of committee, possible new members, voting/non-voting members, schedule next meeting.**
   - General agreement with idea of having 2 meetings per month for the time being, at least until RFP out.
   - Group homework is to submit ideas for scope of work to Karl
   - Brainstorm list of possible consultants.
   - Only expected new member to be added is the representative from planning
   - Next meetings March 8, March 22 6 pm; Karl will send out Zoom link.
   - Deadline to get info to Karl is morning of March 1.

6. **Adjourn. VOTE Moved/seconded/voted unanimous.**