Waterville Estates Village District

Planning Board Meeting October 30, 2020

The Planning Board meeting was called to order at 1605 hours. Present were John Herlihy, Matt Smith, Gerry Panuczak, Rick Leblanc, Harry Bertino, Scott Monrow, and Mike Hering.

Mr Smith stated that Mark O'Hara has resigned from the committee. Mr Herlihy made a motion to nominate Matt Smith chairman of the Planning Board. Mr Bertino seconded. All members present voted affirmative. Mr Herlihy made a motion to nominate Gerry Panuczak Secretary of the Planning Board. Matt Smith seconded. All members present voted affirmative.

Mr Smith stated that the initial purpose for the Planning Board is to create a Master Plan. Mr Smith had previously shared with committee members documents from the state on steps to creating a Master Plan, as well as several other Village Districts completed Master Plans. Mr Smith shared that step 1 is to decide to create a Master Plan, and commit resources to complete. Mr Smith recommended an abridged plan, which generally costs between $3,000 and $20,000. Mr Smith suggested that the Village District commit $10,000 to the Master Plan creation. There are several New Hampshire Regional Planning Commissions, and Mr Smith would research which commission would service our Village District. The Master Plan would include a Vision Statement and Goals, and should include sections specific to Growth and Impact, Recreation, Utilities, Implementation, and Transportation. Mr Smith shared that the Planning Board approves the Master Plan, and the Village District adopts the Plan through action of the Commissioners. Mr Smith suggested that we should also create an advisory committee to the Planning Board that included representation from community stakeholders. The Planning Board can consist of 5 to 12 members, and Mr Smith requested that the Commissioners solicit interested members at their next public meeting. Mr Herlihy agreed to do that. Mr Smith asked that committee members become familiar with the state and other Village District documents prior to the next meeting.

The next meeting is scheduled for November 18, 2020 at 1600 hours. The meeting was adjourned at 1649 hours.

Respectfully Submitted

Gerry Panuczak