Waterville Estates Village District

Planning Board Meeting May 5 2022

The Planning Board meeting was called to order at 16:05 hours at the Community Center and via Zoom conference call. Present were Mark Canfield, Ryan Timms, Ned McElroy, and Gerry Panuczak. Carol Ogilvie joined via Zoom. Kathy Fagas attended as guest.

Mr. Panuczak read the April 21, 2022 minutes. Mr. Canfield motioned to approve the minutes as read. Mr. Panuczak seconded the motion. Mr. Canfield, Mr. McElroy, Mr. Panuczak voted affirmative. Mr. Timms abstained.

Mr. Canfield stated that he completed the survey using the online tool provided by Ms. Ogilvie. Mr. Canfild requested certain questions be moved to more appropriate sections following his test.

Mr. Canfield reviewed the draft timeline that was supplied by Ms. Ogilvie. Highlights include:

1) May 15, 2022 – send survey to all property owners
2) May 31, 2022 – Final day to receive questionnaire responses
3) June 23, 2022 – Draft Master Plan created and reviewed by Planning Board
4) June 30, 2022 – Distribute draft Master Plan in community
5) Late August 2022 – Community feedback meetings on draft Master Plan
6) September 2022 – Planning Board adjusts draft Master Plan as appropriate
7) October 2022 – Share draft Master Plan directly with WEA Board
8) October 23, 2022 – Public Hearing on draft Master Plan
9) November 2022 – Planning Board adjusts draft Master Plan as appropriate
10) November 17, 2022 – Second Public Hearing on draft Master Plan if necessary
11) January 2023 – Planning Board adopts Master Plan

Mr. Canfield will share a more complete timeline with Planning Board. Mr. Canfield read draft cover letter for questionnaire. The board made several changes. Mr. Canfield will reach out to WEA Board to see if one of their members can be appointed to the Planning Board. Mr. Panuczak will get WEVD logo for the survey documents, and have staff create an email address for correspondence.

The next meeting was scheduled for May 19, 2022 at 16:00 hours. The meeting was adjourned at 17:10 hours.

Respectfully Submitted

Gerry Panuczak