Waterville Estates Village District

Planning Board Minutes – September 26, 2022

The Panning Board was called to order at 16:00 hours on September 26, 2022. Present were Mark Canfield, Ned McElroy, Ryan Timms, Mike Palm, and Gerry Panuczak. Guests included Carol Ogilvie and Jim Cahill.

Mr. Timms read the draft minutes from the September 8, 2022 Planning Board. Mr. McElroy motioned to approve minutes as read. Mr. Palm seconded the motion. All members voted affirmative with the exception of Mr. Panuczak who abstained from voting.

Mr. Canfield shared the building standards/regulations document that was attached to the agenda. The state regulations, Town of Campton, and Waterville Association bylaws were included in the document. Mr. Canfield stated that although Campton has regulations, there is no staff to support any enforcement of these regulations. Town and Association regulations can be more restrictive than state regulations. Mr. McElroy reported that the Town of Thornton has certain regulations, but those were not included with this document. Both Campton and Thornton have applications that require license numbers of contractors, but neither town currently have the ability to enforce the regulations. Mr. Timms will add Town of Thornton regulations to the standards/regulations document, and change the order to show the restrictiveness from least to most. Mr. Canfield motioned to have the updated standards/regulations document included with the public roundtable on Saturday October 1, 2022. Mr. McElroy seconded the motion. All Board members present voted affirmative.

Mr. Canfield led a discussion regarding the public roundtable session scheduled for Saturday, October 1, 2022. Mr. Canfield will open the meeting, introduce Board members, state the purpose of the Planning Board, work to date including a recap of the recently completed vision survey, and state the purpose for the public roundtable. Ms. Ogilvie will discuss specifics about the Master Plan development process. Tables with each Master Plan theme will be established with a Board member as table facilitator. Discussion should be focused on further developing the Master Plan themes. Facilitators are tasked to keep the discussion on topic, and not attempt to move their personal opinion to the discussion. Ms. Ogilvie will stop at each table and provide any technical support as necessary. Following a specified amount of time, participants will move to another topic, and all will remain at the table. Ms. Smith, Water Department Administrator, will have refreshments available, and Board members will assist with room setup and distribution of materials. Ms. Ogilvie suggested that Board members should read already prepared documents, then ask “do you agree?”. This should stimulate discussion. Facilitators should attempt to get all participants to participate, and not allow any one participant to dominate discussion. There are no right or wrong statements as long as they are consistent with the themes and further develop the theme. Ms. Ogilvie will provide a summary document showing the most pertinent responses from the vision survey for distribution at the roundtable.

The next meetings are scheduled for October 13, 2022 and October 27, 2022.

The Planning Board was concluded at 17:01 hours on September 26, 2022 by unanimous roll call vote of Board members present.

Respectfully Submitted

Gerry Panuczak