

**York River Study Committee**  
**Meeting Minutes (Draft)**  
**March 22, 2016, Grant House, York**

Voting Members Present: Chuck Ott, Thom Kearns, Judy Spiller, Beth Walter, Stefan Claesson, Joan LeBlanc

Voting Members Absent: Jean Demetracopoulos, Karen Arsenault, Cindy Donnell, Steve Pelletier, and Jack Murphy

Other Committee Members Present: Jennifer Hunter, Jim MacCartney, Jamie Fosburgh, and Paul Dest

Guests: June Boston

The meeting was called to order at 5:30 p.m. by Chuck Ott, Chair

1. Welcome and Introductions: Chuck welcomed June Boston, a resident of South Berwick, who said she decided to attend after receiving the notice of the meeting.
2. Minutes: The minutes of the February 23 meeting were distributed. Beth made a motion, seconded by Thom, to approve the minutes. All were in favor and the minutes were approved.
3. Budget Review: Paul presented a revised budget (V.2) that reflected an additional \$44,000 in Park Service funds that will be added to the Cooperative Agreement, bringing the total to date in this fiscal year to \$54,000. At Carol Donnelly's request, \$3,338 of York Rivers Association funds were transferred from York Land Trust to the Wells Reserve to be used for York River Study projects. These funds were placed in the contract line in the budget. Beth suggested we should make it a point to thank Carol.

Paul made a request that an allowance be made to spend up to \$500 in Study Committee funds without getting full Committee approval. This flexibility will be needed when purchasing supplies, renting rooms for meetings, and other expenses that may arise between meetings. Paul noted that as part of the Reserve's internal control, receipts are kept and submitted for all expenses. The Reserve's auditors also insist on this. A motion was made by Chuck to allow the expenditure of up to \$500 without full Committee approval. It was seconded by Beth, and all voted in favor.

Another motion was made by Judy, seconded by Joan, authorizing Jennifer to spend up to \$1,000 on a computer and related software. This was approved by all. It was further

noted that if for some reason the costs come higher than \$1,000, Jennifer can seek email acceptance from Committee members.

#### 4. Subcommittee Reports:

4.a Outreach: Jennifer reported she met with Karen, Cindy, and Thom to discuss community outreach. An important outreach tool is the web site. A new web site will be needed, as the platform for the York Rivers Association site is outdated. This site will be kept for one more year (the annual fee has been paid) as backup during the transition to a new web site. Our web site address will be [yorkrivermaine.org](http://yorkrivermaine.org). Phyllis Ford, Kittery resident and a leader of the Spruce Creek Association, has agreed to assist with the creation of the web site. Beth noted that she may be able to get some students to assist with certain components. It is important that the site be highly user friendly, easy to navigate, easy to update, and be completed sooner rather than later.

It was agreed by all that a public meeting should be held before summer season gets under way. This will most likely be late May to early June. The Board of Advisors will be one important group to invite; Chuck noted this group consists of people with diverse backgrounds who can assist us in the development of the plan. Others invited to the public gathering will be community decision-makers. The meeting will, of course, be open to all residents, and will most likely be held at the York Library. This will be the Study Committee's first public gathering since its establishment late last year, and will provide an opportunity for us to introduce the Committee and the Coordinator, provide an update on progress to date, and seek input on ORVs and other issues.

Other items discussed was the importance of a comprehensive stakeholder mailing list, and the need for training on how to use Google Docs, which Stefan agreed to do at the next meeting.

4.b ORV: Stefan, Jack, Jean, Joan, Steve, Chuck, and Jennifer met as part of the ORV Subcommittee. Topics areas discussed, and presented at the Study Committee meeting, included Historic and Cultural Resources and Natural Resources. Jennifer provided two handouts on these two topics, which included a goal, summary, and details on possible management plan objectives. These handouts may serve as a model of how to approach other major topic areas, such as water quality, scenic and open spaces, recreational resources, and watershed connectivity and resiliency. There was also discussion on various subtopics, such as conducting a "free-flow analysis" and how rigorous of an analysis we would want to conduct. This level of rigor will apply to other subtopics/issues. Jennifer invited other Committee members to join in on the exploration of the ORVs.

5. Summary of Meeting with York Town Manager: Jennifer and Chuck reported that they had an excellent and informative meeting with Town Manager Steve Burns. Steve encouraged Jennifer to connect with the town's GIS coordinator and other key employees. Steve further noted that when it comes time to approve the management plan, the town may want to fold in the plan as a component of the town's comprehensive plan which is the basis for the town's ordinances and policies. Judy noted that Kittery is going through its comprehensive plan update process, and this may be an option for Kittery as well.
6. Conclusion: Committee members spent the final 15 minutes in an Open Forum, bringing up and discussing various topics and issues.

Hearing no objections, Chuck adjourned the meeting at 7:30 p.m.

The next meeting is Tuesday, April 26 at 5:30 p.m. at the Grant House.

*Minutes submitted by Paul Dest*