

Minutes
SIDEWALK PLANNING COMMITTEE
REGULAR MEETING
June 23, 2022
9:00 AM
Municipal Building, Council Room

Members Present:

Steve Govoni
Jen Olsen
Richard Irwin
Harold Bigelow

Members Absent:

Don Kinney, Chairman
Denise LeBlanc

Others Present:

Dena Rich, Recording Secretary

Recording audio inaudible with feedback noise complete meeting.

1. Call regular meeting to order.

Steve Govoni called the meeting to order at 9:07 a.m., quorum was met.

2. Approve the Sidewalk Planning Committee minutes from the meeting May 12, 2022.

Motion by Harold Bigelow, seconded by Jen Olsen to approve the minutes from the meeting May 12, 2022. Vote 4-0, motion carried.

3. Update and discussion on Norridgewock Avenue Sidewalk Project SRTS.

Steve Govoni said that at this time he had not received any updates from the marked up plans he sent to the State. He will contact the other parties and relay an information he receives before ethe next meeting to the Committee.

4. Review and update Bylaws. (Moved to before item #3.)

See the changes marked in red below.

By-Laws for the Skowhegan *Planning* Sidewalk Committee

(Adopted at the Regular Selectmen's Meeting held on Tuesday, October 25, 1994.)

This committee, established by the *Selectboard* of the Town of Skowhegan, shall be called the Skowhegan Sidewalk *Planning* Committee.

ARTICLE II – PURPOSE

The purpose of the committee is to develop a sidewalk master plan and to advise the Board of Selectmen in the encouragement and facilitation of the use of sidewalks as a regular means of transportation and recreation. The responsibilities of the committee shall include, but not be limited to:

Section 1. Sidewalk policy

- a. *Development and* Review: *Development and* review the Skowhegan Sidewalk Master Plan at least annually and propose plan amendments based on this review.
- b. Budget and Priorities: Establishing each year a list of recommended sidewalk priorities to be drawn up after the annual review and to serve as a proposed sidewalk reconstruction *and/or maintenance* plan for the coming year.
- c. Coordination: Maintaining contact with the local Planning Board and State and Federal programs to insure compatibility.

Section 2. Sidewalk Implementation

- a. Design Review: Preliminary and final plans when creating specific sidewalks must be reviewed by the committee to comply with Local, State and Federal requirements. (ie: A.D.A)

Section 3. Citizen Contact

- a. Information: Keeping the public informed about existing and proposed sidewalks.
- b. Input: Welcome citizen participation in identifying problem areas, reviewing existing walkways and planning and implementing new ones.

ARTICLE III – MEMBERSHIP

Section 1. Composition of the Committee

The voting membership of the committee shall consist of the Road Commissioner, ~~one two~~ members of the professional staff of the Town of Skowhegan, ~~two members of the Highway Department Budget and Finance subcommittee~~, two members of the Board of Selectmen and three members from the public of the Town of Skowhegan. Of these public members, one member will be from the southside, one from the northside and one from *the Village District a downtown business*.

Section 2. Appointment

Citizen and staff committee members shall be nominated by the committee or the Board of Selectmen with final approval by the Board of Selectmen.

Section 3. Tenure

All members shall be appointed annually unless they resign or are removed by the Selectmen. If any member of the committee shall be absent, unless excused, from three consecutive regular meetings, the *Selectboard*, may upon recommendation from the *Committee Chair*, declare this position vacant.

Section 4. Voting Privileges

Each of the ~~ten~~ *seven* voting members of the committee shall be entitled to one vote on all issues presented at meetings at which the member is present.

Section 5. Officers

The officers shall be *a* chairman, who will be the Road Commissioner and *a* vice chairman to be selected by the committee.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held monthly at the ~~Skowhegan Highway Department~~ *Municipal Building Council Room*, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the committee.

Section 2. Conduct of Meetings

- a. A majority of members (~~six~~ *four*) shall constitute a quorum for the transaction of business at any regular meetings.
- b. The Act of a majority of the members present at a meeting at which there is a quorum shall be the act of the committee.

ARTICLE Y – ADMENDMENTS TO THE BY-LAWS

The By-laws may be amended at any regular meeting of the committee by a majority of the voting membership (~~six~~ *four* affirmative votes) of the committee, provided that written notice of the proposed amendment is mailed to each member of the committee not less than one (1) week prior to such meeting. Final approval will be made by the Selectmen.

5. Review Town of Skowhegan Code of Ethics Policy.

The Town of Skowhegan Code of Ethics were reviewed at this meeting; present members will see the Town Clerk Gail Pelotte to sign their form.

6. Discussion on MDOT Sidewalk Grant Program.

Steve Govoni asked if Dena could check to see when the net submittal for grants through the State program applications are due.

7. Discussion on 2022 Sidewalk Projects.

Steve Govoni asked if Dena Rich could let the Committee know the schedule for the FY 2022 Paving Season that includes the sidewalks.

Steve Govoni also wanted to make sure that Jones Street gets the temporary repair before Don leaves office.

8. Date and time for next Sidewalk Planning Committee meeting.

Dena Rich will email the Committee Members after checking with Cara Mason to see if the Council Room is available for July 28, 2022 at 9:00 a.m.

Motion by Richard Irwin, seconded by Jen Olsen to adjourn the Sidewalk Planning Committee Meeting at 10:09 a.m. Vote 4-0, motion carried.