

**Annual Report of Boards and Committees of
The Town of Falmouth**

2012

March 27, 2013

Board of Assessment Review and Sewer Appeals (BAR)

Members: Richard Olson (Chair), Lois Lengyel (Secretary), Tim O'Donovan, Michael O'Connor, and Mark Porada.

Staff Liaison: Pam Given, BAR Administrative Assistant, Anne Gregory, Assessor*

2012 Accomplishments

- The Board met three times in 2012 to hear the following Real Estate Appeals:

3/15/12	Marion Doyle	U59-019	Denied
4/12/12	Last Mile Properties LLC	R03-023-001	Denied
9/19/12	LaBoca Corp	U59-009	Denied

(Taxpayer appealed to State BAR; no hearing date has been scheduled.)
- On September 19, 2012, the BAR updated and adopted the Town of Falmouth Board of Assessment Review Rules of Procedures and Standards.
- On September 19, 2012, the BAR revised the BAR's appeal application.
- The Board had a quorum at all scheduled meetings in 2012.

Summary of ongoing duties, tasks, charge, etc.

- The Board receives its authority to hear and decide property tax abatement appeals pursuant to State Law 36 M.R.S.A. §843(1) and 30A, §2526.6(A-H); §2552.2; §2691.3 & §8439.2
- The Board is constituted pursuant to Article VI of the Falmouth Code of Ordinances Section 601
- Any appeal from any final decision of the Board may be taken pursuant to the provision of 36 M.R.S.A. §843
- The Board is fully staffed with five (5) members pursuant to Article VI of the Code of Ordinances Section 602

Goals or a work plan for the ensuing year

- Our role is primarily reactive and adjudicatory, but we hope to continue to make the process transparent, equitable and user friendly to the parties who come before the BAR.

Budget Request

- Since staff is entirely in-house and supports the Board of Assessment Review, it is not anticipated that the BAR will have any budget requests for the upcoming year.

*The Assessor is a defendant in the Appeal proceedings and is prohibited from discussing appeal(s) with BAR members prior to hearing.

Conservation Commission

Members: Mel Dickenson (Chair), Sarah Boudreau, Susan Gilpin, Jerry Goodall, Nancy Lightbody, Steve DeCosta, Aaron Svedlow.

Council Liaison: Chris Orestis

Staff Liaison: Ethan Croce

2012 Accomplishments

Stormwater

- Provided on-going support for town NPDES permit.
- Supported and provided review of the Route 1 Stormwater project completed by Woodard & Curran.

Invasive Species

- Invasive species subcommittee has completed a case study of invasive species management in three test areas adjacent to Bucknam Road in Falmouth to evaluate Best Management Practices for invasive species control. The results will be presented on the FCC website.
- The action plan developed for invasive species in 2011 has been initiated. The invasive subcommittee has been coordinating activities with the town ombudsman (Bob Shafto) as invasive species are also present on town-owned property. The following activities have been completed:
 - Information on several invasive species has been highlighted in the *Forecaster*.
 - Mailings to all Falmouth residents describing invasive species and issues with them.
 - Created partnerships with Maine Audubon, local garden stores, and area contractors.

Planning Board Support

- Monthly review of Planning Board applications for development projects that have potential conservation resource issues.

Open Space – See Open Space Annual Report

Summary of Ongoing Duties

The Conservation Commission shall conduct research and give advice as to the protection, development and use of the natural resources located within the territorial limits of the town. It:

- Shall coordinate its activities with existing municipal agencies, commissions, departments and conservation bodies;
- May advertise, prepare, print and distribute books, maps charts, plans and pamphlets;
- Shall prepare, keep and index all open areas, publicly or privately owned with the town;
- May recommend to the Town Council or any municipal board ...a program for the better utilization, protection, development or use of such areas.
- Shall keep records of its meetings and make an annual report to the Town;
- May employ personnel as approved by the Town Manager.
- May acquire land or interest therein in the name of the Town;
- Shall submit any recommendations to the Town (regarding land) 30 days in advance;
- Cannot usurp the duties of the Public Works Department (or, if they are referring to Parks, change to Parks and Community Programs) or the Town Tree Warden.

Goals for 2013

- Ongoing activities on Open Space, Stormwater, Invasive Species, and Planning Board Support projects.
- Support the continuing activities of the Invasive Species Action Plan
- Continue support of Route 1 stormwater upgrades to minimize/eliminate direct pipe stormwater discharges to surface waters in the Route 1 area.

Budget Request

Will need staff (Ombudsman: 250 hours, \$12,500) for invasive action plan.

Falmouth Economic Improvement Committee (FEIC)

Members: Dave Libby (Chair), Bill Lunt (Vice Chair), Ann Armstrong, Anne Theriault, Mike Skillin, Jim Thibodeau, Sterling Kozlowski

Council Liaison: Karen Farber

Staff Liaisons: Nathan Poore, Theo Holtwijk

Accomplishments in 2012

- Met 22 times in 2012.
- Organized first “Shop Falmouth” event and executed mailing to all Falmouth businesses regarding this topic.
- Developed and recommended Temporary Signage regulations to the Town Council and provided a mailing to all Falmouth businesses regarding this topic.
- Reviewed mobile vendor regulations and issues from local merchants and made recommendation to Town Council.
- Reviewed “Handling of Business Prospects” Protocol developed by the Greater Portland Economic Development Corporation and made recommendation to the Town Council.
- Reviewed issues concerning Falmouth Veterinary Hospital and Portland North Business Park.
- Monitored various issues, including Local Economy chapter of the Comprehensive Plan, Route One Infrastructure Plan, and Building Footprint Limitation amendment in Zoning Ordinance.
- Provided support letter for Route One Stormwater Management grant application.
- Developed promotional flyer for the committee.
- Discussed approach for Route 100 Master Plan.
- Discussed promotional video for Falmouth.

Summary of Ongoing Duties

- Plan for Second Annual “Shop Local” Event for December 2013.
- Continue to provide input in draft Local Economy chapter for Comprehensive Plan.
- Review proposed zoning amendments for Route One.
- Assist with making local business community aware of Route One planning efforts.
- Participate in Route 100 Master Planning effort.

Goals for 2013

Reference: Items 1.A, B, and C, Council 2012-13 Annual Work Plan, August 3, 2012

- Complete the ongoing tasks above
- Develop promotional video for Falmouth
- Review Zoning Ordinance rewrite recommendations, when available

Falmouth Trails Advisory Committee

Members: Fred Masciangelo (Chair), Kevin Browne, Savas Gunduz, Margaret Paine, Richard Scala, Caleb Hemphill and Jeffrey Walker.

Council Liaison: Faith Varney

Staff Liaison: Amanda Stearns

No report was submitted for this committee.

Harbor/Waterfront Committee

Members: Paul Dobbins, Richard Garrett (Chair), Jay Hallett, Emmanuel Kourinos, Bill Oliver, Richard Craven and Peter Thornton.

Council Liaison: Karen Farber

Staff Liaison: Al Twombly

2012 Accomplishments

- Subcommittee formed to investigate use of “bungee/eco” moorings
- Investigate practicality and cost of keeping some floats in during winter
- Consolidated Portland Yacht Club and Handy Boat Service customer moorings for more efficient launch service
- Preparation for Hurricane Sandy
- Extensive routine maintenance on floats
- Painted Town dinghies to deter theft/loss

Summary of Ongoing Duties

- Continue support of Town staff – Harbormaster.

Goals for 2013

- Fill in drop off along boat ramp
- Continue to investigate use of “bungee/eco” moorings
- Install gallows frames on pier to more safely install and remove ramps
- Replace damaged chafe boards on pier pilings

Human Services Committee

Members: Jane Sudds, Nancy Lightbody and Diane Moore.

Council Liaison: Bonny Rodden

Staff Liaison: Ellen Planer

The Human Services Committee reviews all funding requests from social service agencies and determines eligibility for Town contributions.

2012 Accomplishments

The Committee distributed \$18,500 among fourteen social service agencies that provide services for more than 1,682 Falmouth residents. The amount distributed is less than 2% (two percent) of the actual costs for services provided to Falmouth residents by these agencies.

American Red Cross of Southern Maine
Catholic Charities of Maine
Center for Therapeutic, Inc.
Community Counseling Center
Community Dental
Day One
Family Crisis Services
Home Health Visiting Nurses
Hospice of Southern Maine
The Opportunity Alliance
Regional Transportation Program, Inc.
Sexual Assault Response Services of Southern Maine
Southern Maine Agency on Aging
Southern Maine Parent Awareness

Goals for 2013

The goals of the Human Services Committee are the same: to review funding requests from service agencies that serve Falmouth residents.

Budget Request for 2013

The budget request for 2013-2014 is \$18,500. The committee is concerned with the pending State and Federal cuts that no doubt will increase the number of Falmouth residents seeking help from social service agencies that in turn will be requesting more funding from the Town of Falmouth to help with the additional costs.

Long Range Planning Advisory Committee (LPAC)

Regular Members: Sam Rudman (Chair), Sandra Lipsey (vice chair), Paul Bergkamp, Rebecca Casey, Bud French, Kurt Klebe, and Jim Thibodeau.

LPAC + Members: Hugh Coxe, Steve Hendry, Claudia King, Julie Motherwell, Rachel Reed, and Steve Walker.

Council Liaison: Teresa Pierce

Staff Liaison: Theo Holtwijk

LPAC is the primary advisory committee to the Council on long range planning. Its current work consists of preparing Comprehensive Plan recommendations for the Town Council to help guide decision-making regarding Falmouth over the next ten years. Other work may include major ordinance work to implement the Comprehensive Plan and other tasks as assigned by the Council.

2012 Accomplishments

- Met 22 times. In addition, there have been numerous subcommittee meetings.
- Developed 13 draft chapters covering all required data topics including proposed goals, policies, and actions.
- Developed a vision statement.
- Developed draft maps.
- Held discussions with Town Manager, Executive Director of the Southern Maine Area on Aging, and the Community Development Committee.
- Held discussions with two dozen realtors, developers, and architects concerning future real estate development in Falmouth.
- Conducted on-line outreach with the public using feedback forms for each draft chapter. A total of 572 responses were received on 14 draft chapters.

Summary of Ongoing Duties

- Finalization of the 13 draft inventory chapters and vision statement.
- Finalization of the maps.
- Finalization of the Future Land Use Plan.
- Obtain public feedback on Future Land Use Plan and draft Comprehensive Plan package.

Goals for 2013

Reference: Item 1.A Council 2012-13 Annual Work Plan, August 3, 2012

- Obtain initial feedback from state officials relative to consistency with Maine Growth Management Act.
- Completion of 2013 Comprehensive Plan and submission to Town Council.

Budget Request

In-house staff will provide the majority of staff support for this project. Comprehensive Plan expenses are being covered by an existing reserve account for the same purpose. Expenses in 2013 may include mapping and report production. A rough estimate of these expenses is \$20,000.

Open Space Implementation Committee

Members: Mel Dickenson (Chair), John Adelman, Ellen Klain, David Gagnon and Caleb Hemphill

Council Liaison: Sean Mahoney

Staff Liaison: Bob Shafto, Ombudsman; Nathan Poore

2012 Accomplishments

- Permanently protected 93.7 acres of undeveloped land between Blackstrap ridge and Mast Road, an area now known as the Suckfish Brook Conservation Area. 65-acres of the property are wetlands, including the brook, a beaver pond and northern peat bog, making it one of the most valuable wildlife habitat areas in the town's inventory. The bulk of the funding for the acquisition came from the Maine Natural Resources Conservation Program (mitigation fund, (\$182,800), with support from the Casco Bay Estuary Partnership (\$20,000) and the Town (\$30,000). Included in that project was the restoration of a severely eroded woods road. The entire property is protected by a conservation easement held by the Falmouth Land Trust.
- Acquired a 134-acre parcel that lies between Blackstrap Hill Community Forest and the North Falmouth Community Forest, incorporating that acquisition into the latter property. This acquisition more than doubled the area of NFCF to 238-acres, making it the third largest block of open space land in town. The acquisition was done as part of an agreement with the National Park Service's Land & Water Conservation Fund to mitigate the loss of conservation property on the former elementary schools site. All \$1.16 million of the purchase price came from town funds.
- Built over eight miles of new trails on various conservation and abutting private properties, including Hadlock Community Forest, Blackstrap Hill Community Forest, and the Suckfish Brook Conservation Area. A parking area was also constructed at Suckfish Brook, opening the area up to public use. A new trail on private land now connects Hadlock Community Forest to Blackstrap Hill Community Forest / Preserve. This has been a long-term objective for the Town that has finally been realized. The Cross Falmouth Trail now runs continuously from Community Park to Blackstrap Road, and will soon reach the Lowell Preserve in Windham. Two miles of trails were built on private land abutting Suckfish Brook Conservation Area. The Town now has over forty miles of trails on various open space properties, up from less than ten miles five years ago. Funding for nearly all of this trail work has come from various grants and donations.
- Volunteers also hardened and improved several miles of existing trails on various open space parcels by building new bog bridges or rerouting problematic sections. Good participation by the mountain bike community contributed greatly to all trail building and maintenance efforts.
- Over 75 volunteers donated 1,490 hours of time to various trail building and other land management projects. The value of that time is calculated to exceed \$40,000 if town employees had to do that work.
- The Ombudsman and two Conservation Corps volunteers were licensed as Master Pesticide Applicators by the State of Maine. With funding from the Casco Bay Estuary Partnership for the equipment and supplies needed, they and several other volunteers eliminated an estimated 1,200 invasive plants on the River Point Conservation Area property, including bittersweet, honey-suckle, buckthorn, multiflora rose, barberry, autumn olive and purple loosestrife. These plants were on the verge of taking over several areas of the property had they not been eliminated.
- Organized a 6th grade field experience for Falmouth Middle School students that had them measuring tree growth and regeneration on Hadlock Community Forest sample plots.

- Posted signage on various Town and Land Trust properties regarding trailheads, directional maps, boundary markers, etc.
- Conducted a BioBlitz activity in partnership with the Biodiversity Research Institute in June at the River Point Conservation Area in an effort to identify all the flora and fauna present on the property at that time of year. About 70 people participated in this event and many species were identified, including three rare plants that grow on the property. Also conducted several other public activities with Community Programs and the Falmouth Land Trust, including a *Hadlock Discovery Day* that drew over 40 people on a very cold and windy February day.
- Promoted a bird migration research project conducted at River Point Conservation Area by the Biodiversity Research Institute.
- Received contributions for Falmouth Conservation Corps work from Wal-Mart (\$1,000) and the Falmouth Lions Club (\$500).

Summary of ongoing duties, tasks, charge, etc.

Our purpose is to implement the five goals specified in *The Greening of Falmouth*:

1. Retain and protect Falmouth's rural character and natural resources,
2. Protect large tracts of land for wildlife habitat,
3. Insure the availability of outdoor recreation,
4. Provide connectivity between open space areas, and
5. Actively manage open space to benefit all citizens of Falmouth.

To accomplish these goals we plan, acquire, manage, and communicate. More specifically, we

- Set strategic direction;
- Collect and manage data;
- Identify and assess key properties for acquisition;
- Create strategies for acquisitions;
- Create and implement management plans for acquired properties; and
- Communicate with town officials, other organizations and the public.

Goals for 2013

- Work with the City of Westbrook to acquire 37-acres that abuts the Suckfish Brook Conservation Area, and which includes a large portion of the northern peat bog habitat.
- Construct a raised bog walk on the southern end of Suckfish Brook, plus a parking area and additional trails on the abutting Westbrook property.
- Construct new trails in the Woods Road Community Forest, and trails to the east of that property to connect to three other town owned parcels and link to six subdivisions.
- Construct new trails in the newly acquired portion of North Falmouth Community Forest that link it to Blackstrap Hill and complete the Cross Falmouth Trail.
- Facilitate the transfer of the forest management responsibility for Woods Road Community Forest from The Woodlands Club to the Town.
- Establish canoe launch sites on Field and Blackstrap Roads.
- Continue to improve and harden existing trails in places needing such work.
- Implement the forest management plan for Blackstrap Hill Community Forest and northern Community Park.
- Acquire a 14-acre parcel abutting Hadlock Community Forest and a 10-acre property abutting North Falmouth Community Forest. Respond to other acquisition opportunities as they arise.
- Complete development of management plans for each of the Town's major conservation properties and send to the Town Council for approval.

- Continue to inform the public about our work.
- Several major challenges lie ahead, including replacement of the River Point access bridge and creating a trail linking the school complex with Community Park (which involves a substantial bridge over the East Branch and a tunnel under the RR).
- Sort out the roles and responsibilities between our sub-committee and the Land Management Team.

Budget request

- Ombudsman: \$55,000
- Land Acquisition Fund: \$0
- Land Management Fund: \$5,000

Parks and Community Programs Advisory Committee (PAC-PAC)

Members: Chair Karen Jones, Vice Chair Janet Lane-Dye, Dominic Sette-Ducati, Bonnie Troubh, Marylou Murphy, Judy Currier and Pat Kirby.

Council Liaison: Chris Orestis

Staff Liaison: Lucky D'Ascanio

2012 Accomplishments

- Chris Orestis is our new Council Liaison.
- Judy Currier continued to attend council meetings to update the committee with regard to the pending sale of the School Complex (a continuation of her work on the Community Facilities Planning Committee). A complete inventory of the abandoned schools was done by Community Programs staff and committee members assisted staff at two public auctions/sales that were held at the school complex site.
- In May, the committee was invited to an informative tour of the Town parks, open spaces and facilities lead by Community Programs Director Lucky D'Ascanio and Assistant Director Matt Gilbert. This year, the tour focused on the Mason-Motz facility to give the committee an idea of how this new space was being utilized.
- The committee brainstormed ideas for dealing with a growing dog waste problem in parks. As part of a Land Management Team initiative, new "pick up after your pet/dog signs" were posted at parks in town.
- The committee was informed in December that the responsibilities for the Parks Division will be moving back to the Community Programs Department.

Summary of Ongoing duties

- At each PAC-PAC meeting, we hear reports from the Parks Division and Community Programs Department and have discussions, provide feedback and make recommendations regarding concerns which arise, or are brought to the committee's attention by any member of the community.
- At each meeting, Judy Currier, our representative to the former Community Facilities Planning/Projects committee, reported on developments regarding the Lunt and Plummer/Mason-Motz school complex.
- Three times each year we review the Community Programs Brochures (Winter/Spring, Summer and Fall) and make recommendations for additional course offerings.

Goals for 2013

- Continue to offer yearly Facilities/Parks and Open Space Tour for committee members
- Continue to brainstorm Community Center concept

***a completed work plan is available upon request.*

Planning Board

Members: William Lunt III (Chair); Bernard Pender (Vice-Chair); Rebecca Casey; Heddy Snyder; Walter Arsenault; Kermit Stanley; Jay Chace; William Benzing

Staff Liaison: Ethan Croce

The Planning Board is a citizen board made up of seven members appointed by the Town Council to implement the recommendations of the Comprehensive Plan by regulating development practices. With the assistance of town staff, the Planning Board reviews proposals for various development applications.

2012 Accomplishments

- Conducted 12 meetings.
- Processed 56 development applications and issued 36 approvals to applicants.
- Held nine public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- Some of the more noteworthy final approvals granted in 2012 include:
 - Site Plan Approval of a new woodchip boiler for the Falmouth Middle School – Woodville Road.
 - Site Plan Approval for an expansion of St. Mary's Church – Foreside and Waites Landing Roads;
 - Preliminary Approval for the redevelopment of the former elementary school campus by Oceanview Retirement Community – Lunt and Middle Roads.

Summary of Ongoing Duties

- Regulates development practices and implements the recommendations and policies of various Town-adopted plans and studies.
- Reviews development proposals for subdivisions, private ways, commercial site plans and signs, shoreland zoning permits, and fill permits.
- Conducts public hearings for proposed zoning amendments as the Town's designated Municipal Reviewing Authority.

Goals for the ensuing year

N/A

Budget Request

As staff support for the Planning Board is provided entirely in-house, it is anticipated that the Planning Board will not have any budget requests for the upcoming year.

Recycling and Energy Advisory Committee

Members: Claudia King (Co-Chair), Jed Wright (Co-Chair), Clifford Gilpin, Dave Gagnon, Jeffrey Gramlich, John Haley, Michelle Lamb, and Jason Ronco

Council Liaison: Karen Farber

Staff Liaison: Nathan Poore

The committee met eleven times in 2012. The group continues to have an active membership that is focused on helping Falmouth reduce its dependence on fossil fuels and to become a more sustainable community.

2012 Accomplishments

- Presented three home energy workshops led by regional energy efficiency and weatherization professionals through Falmouth Community Programs: Building Science, Fixing the Leaks, and Construction of Reusable Interior Storm Windows.
- Nominated and received ecomaine's Eco-Excellence awards for Gorham Savings Bank and Falmouth Elementary School.
- Recruited four new active committee members.
- Advised staff regarding small business recycling program subsequent to silver bullet removal.
- Completed inventory of Falmouth Green Ribbon Commission's recommendations, prioritizing and assigning responsibilities for recommendations. A number of recommendations have been completed through work of the committee and staff. In other cases, work is ongoing, projected or deferred.
- Began discussions and development of an electronic outreach tool to share events and news with Falmouth community.
- Developed map showing Falmouth energy efficiency installations.

Summary of ongoing duties:

- Endeavor to save local taxpayer dollars through increased energy-efficiency of municipal facilities and operations;
- Prioritize the ad hoc Falmouth Green Ribbon Committee's 2010 recommendations that the Council wants to pursue;
- Educate Falmouth residents and businesses about energy-efficient, waste-reducing, clean energy opportunities and choices;
- Enhance and promote the Town's recycling program;
- Promote the use of clean, renewable energy sources in Falmouth's public and private facilities through education and outreach;
- Work with surrounding communities on potential regional energy efficiency and clean energy strategies;
- Monitor new developments and options in the fields of energy and waste management as technologies evolve and change; educate the public and advise the Council on same;
- Research and report policies to accomplish the above goals and/or other related goals deemed appropriate by the Town Council including proposed natural gas infrastructure.

Goals for 2013

- Continue outreach efforts: Warm House Parties, Storm Window Workshops, tabling at Town events.
- Develop new outreach tools: movies, map of renewable energy installations and energy upgrades for Town website.
- Continue work on high and medium priority items on the FGRC's inventory.
- Explore municipal energy monitoring.
- Continue to publish monthly REAC newsletter for town residents.

Veterans Memorial Committee

Members: Arthur Frederiksen, Carol I. Kauffman, Diane Moore, Ted Vail, and Betsy Jo Whitcomb

Council Liaison: Chris Orestis

Staff Liaison: Nathan Poore

The Veterans Memorial Committee was appointed by the Town Council and instructed to design and have constructed a Veterans' Memorial for the Town of Falmouth.

2012 Completed Tasks

- Reviewed a number of Veterans' Memorials in surrounding communities
- Reviewed potential sites
- Reviewed base and concept plans on potential sites
- Site chosen
- Worked with the monument company on size, style, granite type and inscription.
- Reviewed proposals

2012 Unfinished Tasks

- Continue reviewing proposals
- Work with architect on details for rendering board
- Design an information brochure for the community
- Compile future expenses, i.e., monument, foundation, landscaping, flag pole, lights, benches, etc.
- Fund-raising

Goals for 2013

To have a Veterans' Memorial for the Town of Falmouth.

Budget Request

Until costs are finalized and fund-raising complete, unknown at this time.

Board of Zoning Appeals

Members: Jay Meyer (Chair), Willie Audet, Stan Given, Dennis Keeler, Jonathan Berry, Don Russell and Rudy Israel.

Staff Liaison: Justin Brown

Summary

The Board conducted 11 regular meetings and one site walk, hearing a total of 56 separate applications and appeals (note: some matters may involve multiple separate but related applications). The majority of matters involved applications to enlarge nonconforming structures or uses; there were also several other types of conditional use applications, and some variance applications and appeals.

Significant Accomplishments

- The Board conducted 11 regular meetings and one site walk, with a quorum at all scheduled proceedings.
- The Board addressed a total of 56 separate applications and appeals pursuant to the following provisions of Falmouth's Zoning and Site Plan Review Ordinance (the "Ordinance"):
 - Conditional Use Applications
 - Accessory Dwelling Unit, Ordinance § 5.22.1: 5 (3 approved, 2 approved with conditions)
 - Enlargement of Nonconforming Structure, Ordinance § 6.2: 27 (26 approved, 1 approved with conditions)
 - Replacement of Destroyed or Damaged Structure, Ordinance § 6.5: 1 (1 approved)
 - Tear Down and Replacement of Dwelling, Ordinance § 6.9: 1 (1 approved)
 - Enlargement in Shoreland Zone, Ordinance § 6.11: 4 (4 approved)
 - Other Conditional Use, Ordinance § 8.3: 9 (3 approved, 5 approved with conditions, 1 denied)
 - Appeals from Decision of Code Enforcement Officer, Ordinance § 8.2: 6 (2 approved with conditions, 3 denied, 1 tabled)
 - Appeal for Mislocated Single Family Dwelling, Ordinance § 8.2.1: 1 (1 approved)
 - Variance Applications, Ordinance § 8.4: 2 (1 approved with conditions, 1 tabled)

Summary of Duties

- The Board is constituted under Ordinance § 8 and 30-A M.R.S.A. § 4353.
- The majority of matters heard by the Board are applications for conditional uses under Ordinance §§ 6 & 8.3.
- The Board also hears applications for variances under Ordinance §§ 8.4-6.
- The Board also hears appeals (1) from decisions of the Code Enforcement Officer under Ordinance § 8.2, and (2) where a single family dwelling is mislocated and violates setbacks under Ordinance § 8.2.1.
- The Board consists of five members and one or two associate members (who act if regular members are unable), all serving three year terms. Ordinance § 8.1(a).
- The Board was fully staffed with five members and two associate members throughout 2012. Donald Russell and Rudy Israel (both associate members) have departed the Board, and Roland Beaudoin has joined the Board as an associate member, effective in January, 2013. Consequently, the Board currently has one vacancy for an associate member.
- The Board receives, relies upon and appreciates extensive assistance provided by staff members of the Town's Code Enforcement and Community Development Offices, including: Justin Brown, Code Enforcement Officer; Amanda Stearns, Community Development Director; Patrice Perreault, Code Enforcement Administrative Assistant; and, Dawn Emerson, Recording Secretary.

Work Plan; Goals

- The Board will continue to meet on the fourth Tuesday of every month (normally excepting December), with additional meetings if necessary to address unusually heavy volumes.
- The Board may conduct one or more workshops if merited to address issues of significant interest or concern.
- The Board continuously strives to resolve matters promptly and in compliance with the Ordinance's requirements.