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Town Council Meeting Agenda

April 28, 2014

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Falmouth Town Hall
Council Chambers - 7:00 PM

Agenda Item	Description
Roll Call	Council Attendance
Pledge of Allegiance	
Item 1	Public Forum
Item 2 (a) (Consent Agenda)	Order to approve the minutes of the March 10, 2014, Town Council Meeting.
Item 2 (b) (Consent Agenda)	Order to approve the minutes of the March 24, 2014, Town Council Meeting.
Item 2 (c) (Consent Agenda)	Order to appoint election workers for upcoming elections.
Item 2 (d) (Consent Agenda)	Order to set FY15 real and personal property tax due dates.
Item 3	Report from Council Committees and liaisons regarding updates on assignments.
Item 4	Report from the Appointments Committee and order relative to filling various vacancies on Boards and Committees.
Item 5	Introduction by Councilor Pierce of an amendment to the Zoning and Site Plan Review Ordinance to relax zoning provisions for the replacement of utility infrastructure.
Item 6	Order to approve a supplemental appropriation from Unassigned Fund Balance for maintenance related renovations at the Town Hall.
Item 7	Update on proposed railroad crossing upgrades along the Pan Am Railways line to maintain/create a so-called "Quiet Zone" and order to authorize a supplemental appropriation in the amount of \$100,000 to complete the project.
Item 8	Order to expend \$50,000 for Food Pantry renovations at Town Hall and to accept, upon Cumberland County Commission approval, a \$39,200 Community Development Block Grant (CDBG) for this project.



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Item 9	Receive the final report for the North of Portland Bicycle and Pedestrian Implementation Plan.
Item 10	Order to approve the FY15 Municipal and School Department Budgets in accordance with the Town of Falmouth Charter, Article 5, Sec 502.
Item 11	Ordinance to amend the Falmouth Code of Ordinances regarding the notice requirements for a special amusement permit.
Item 12	Order to schedule the Budget Validation Referendum's (BVR) statutory budget meeting to be held on Monday, May 12, 2014, as required by M.R.S.A.1485 & 1486.
Adjourn	

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Town Council Meeting Agenda

April 28, 2014

Falmouth Town Hall Council Chambers - 7:00 PM

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Subject:	Public Forum
Summary:	This is an opportunity for members of the public to address the Council on matters which are not scheduled for public comment at this meeting.



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April 28 Agenda Item 2 (a)

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Attachments:

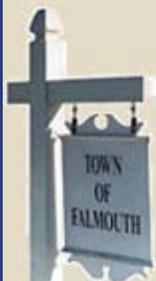
[03102014Minutes_DRAFT.pdf / Adobe Acrobat Document](#)

Size: 396K Last Updated: 2014/4/25

[1212014_OrderMinutes03102014.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

Subject:	Order to approve the minutes of the March 10, 2014, Town Council Meeting.
	ACTION: Council action is anticipated.
Summary:	A copy of the minutes is attached.



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April 28 Agenda Item 2 (b)

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Attachments:

[03242014Minutes_DRAFT.pdf / Adobe Acrobat Document](#)

Size: 360K Last Updated: 2014/4/25

[1222014_OrderMinutes03242014.pdf / Adobe Acrobat Document](#)

Size: 20K

Last Updated: 2014/4/24

Subject:	Order to approve the minutes of the March 24, 2014, Town Council Meeting.
	ACTION: Council action is anticipated.
Summary:	A copy of the minutes is attached.



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April 28 Agenda Item 2 (c)

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Attachments:

1232014_Order_ElectionWorkers.pdf / Adobe Acrobat Document	Size: 19K	Last Updated: 2014/4/24
ElectionWorkers.pdf / Adobe Acrobat Document	Size: 100K	Last Updated: 2014/4/14

Subject:	Order to appoint election workers for upcoming elections. ACTION: Council action is anticipated.
Summary:	The Town of Falmouth Charter, Article VIII, Sec. 805 requires the Town Council to annually appoint election workers and election officials. A list is attached.



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Attachments:

[1242014_Order_TaxDueDatesFY2015.pdf / Adobe Acrobat Document](#) Size: 21K Last Updated: 2014/4/24

Subject:	Order to set FY15 real and personal property tax due dates. ACTION: Council action is anticipated.
Summary:	The order is attached.



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April 28 Agenda Item 4

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Attachments:

[1252014_Order_Appointments.pdf / Adobe Acrobat Document](#)

Size: 19K Last Updated: 2014/4/24

[Appointment Committee Recommendations04_28_1014.pdf / Adobe Acrobat Document](#)

Size: 358K Last Updated: 2014/4/24

Subject:	Report from the Appointments Committee and order relative to filling various vacancies on Boards and Committees.
	ACTION: Council action is anticipated
Summary:	A copy of the report and the order are attached.



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April 28 Agenda Item 5

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Attachments:

- [UtilityInfrastructureAmendment_04_28_14.pdf / Adobe Acrobat Document](#) Size: 48K Last Updated: 2014/4/28
- [UtilityInfrastructureCouncil_IntroLetter.pdf / Adobe Acrobat Document](#) Size: 70K Last Updated: 2014/4/24

Subject:	<p>Introduction by Councilor Pierce of an amendment to the Zoning and Site Plan Review Ordinance to relax zoning provisions for the replacement of utility infrastructure.</p> <p><i>A public comment period will not be included with this item.</i></p> <p>ACTION: Schedule Public Hearing.</p>
Summary:	<p>Complex utility systems are located throughout the Town. Many times, these systems are located on private property and in sensitive resource areas. The restrictions placed on typical property development is not easily applied to the replacement, reconstruction or maintenance of these systems. The intent of this amendment is to exempt infrastructure from certain setbacks but require permitting to assure appropriate resource protection while enabling the practical use of the collections systems. Please find attached an introduction letter and a draft amendment.</p>



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April 28 Agenda Item 6

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Attachments:

1262014_Order_Appro_TownHall.pdf / Adobe Acrobat Document	Size: 20K	Last Updated: 2014/4/24
TH_BidAddendum2.pdf / Adobe Acrobat Document	Size: 815K	Last Updated: 2014/4/11
TH_BidAdvertisement.pdf / Adobe Acrobat Document	Size: 21K	Last Updated: 2014/3/4

Subject:	<p>Order to approve a supplemental appropriation from Unassigned Fund Balance for maintenance related renovations at the Town Hall.</p> <p>A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>								
Summary:	<p>*****Update as of April 28, 2014*****</p> <p>Upon further consideration and recommendation from the design consultants, Oak Point, we are recommending the Council appropriate \$350,000 for this project which will include all bid alternates. The two most expensive bid alternates include finishing any remaining mechanical system work and not postponing to a second phase of construction. The total cost including a 10% contingency and 2% construction management fee from Oak Point will still be \$64,000 less than the original budget estimate for this phase of the project.</p> <table style="margin-left: 20px;"> <tr> <td>Construction</td> <td>\$309,433</td> </tr> <tr> <td>10% Contingency</td> <td>\$ 30,943</td> </tr> <tr> <td>Construction Mgt</td> <td>\$ 8,290*</td> </tr> <tr> <td>Total</td> <td>\$348,666</td> </tr> </table> <p>* Construction management fee will be 2% of the original project estimate of \$414,500</p> <p>The Town Council authorized a supplemental appropriation on January 13 to finish design and conduct a bid process to solicit construction proposals related to maintenance at the Town Hall. The focus of the project has been on only one phase of building renovation needs including, but not limited to, air quality, work within the crawl space to control moisture, and the HVAC system. Project cost estimates were approximately \$250,000.</p>	Construction	\$309,433	10% Contingency	\$ 30,943	Construction Mgt	\$ 8,290*	Total	\$348,666
Construction	\$309,433								
10% Contingency	\$ 30,943								
Construction Mgt	\$ 8,290*								
Total	\$348,666								



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Final design was completed this winter and the project was advertised to solicit construction bids. Limited interest in the project became a concern for Oak Point and staff which resulted in an extended deadline to submit bids. Bids were received on April 22. Staff and Oak Point will present a review of the bids at the Town Council meeting on April 28. The review may contain a recommendation which is why this matter is scheduled for a supplemental appropriation order.

Town staff and Oak Point vendor recommendation memos will be posted on Monday. The advertisement for bids and the second bid addendum are attached.

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April 28 Agenda Item 7

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Attachments:

1272014_Order_Appro_QuietZones.pdf / Adobe Acrobat Document	Size: 20K	Last Updated: 2014/4/24
Field Road Sheet 1b.pdf / Adobe Acrobat Document	Size: 1M	Last Updated: 2013/8/15
Woodville Road Sheet 2d.pdf / Adobe Acrobat Document	Size: 1.1M	Last Updated: 2014/3/17
QZ memo 4-22-14.pdf / Adobe Acrobat Document	Size: 333K	Last Updated: 2014/4/18

Subject:	<p>Update on proposed railroad crossing upgrades along the Pan Am Railways line to maintain/create a so-called "Quiet Zone" and order to authorize a supplemental appropriation in the amount of \$100,000 to complete the project.</p> <p>A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>In December 2011, the Council voted 7-0 to approve an order to authorize a supplemental appropriation of \$130,000 from the unassigned fund balance for railroad crossing upgrades.</p> <p>These funds would pay for improvements to four railroad crossings along the Pan Am Railways line in order to maintain/create a so-called "Quiet Zone" (QZ) in Falmouth.</p> <p>In June and October of 2012 and in October of 2013, staff gave the Council updates on the project and the Council affirmed its interest to install the proposed crossing upgrades and make the necessary notifications to the Federal Railroad Administration.</p> <p>Since then, staff has been working on resolving an access issue at the Woodville Road site. The access point has presented a number of design and permitting challenges that were not previously identified.</p> <p>Staff is requesting Council guidance regarding the scope of this project and to consider an order for a supplemental appropriation from unassigned fund balance to cover the additional costs of the project. The project budget will include the following:</p> <ul style="list-style-type: none"> • \$130,000 - Original estimate to perform all work (funded by



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previous Council Order)

- \$70,000 - Additional amount needed to perform all work in the right of way (additional funding necessary by order - see attached)
- \$30,000 - Cost to construct a new entrance to private property to accommodate vehicular turning movements that would otherwise be impeded by the construction of a new median/channel (additional funding necessary by order - see attached)

Total project cost will be \$230,000 with the need to raise \$100,000 by a supplemental appropriation.

Attachments:

- Memo describing the current status of the project.
- Site plans for two crossings (Field and Woodville Road). The Woodville Road plan identifies the crossing with private property access improvements that will cost \$30,000.

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Attachments:

- [1282014_Order_FoodPantry.pdf / Adobe Acrobat Document](#) Size: 20K Last Updated: 2014/4/24
- [RecommendedGrantAwards.pdf / Adobe Acrobat Document](#) Size: 21K Last Updated: 2014/4/16
- [2014FalmouthFoodPantryCDBGApplication.pdf / Adobe Acrobat Document](#) Size: 406K Last Updated: 2014/1/29

Subject:	<p>Order to expend \$50,000 for Food Pantry renovations at Town Hall and to accept, upon Cumberland County Commission approval, a \$39,200 Community Development Block Grant (CDBG) for this project.</p> <p>A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>On November 25, 2013, the Council authorized the application of a Community Development Block Grant (CDBG) to help defray the cost of the Food Pantry portion of Town Hall improvements. Pursuing a CDBG grant requires a minimum 20% match by the Town.</p> <p>An application was completed in partnership with the City of Westbrook. See attached for the complete application. This application has excellent chances to be funded as it ranked 3rd highest of 13 applications by the Application Review Team.</p> <p>On March 27, 2014, the Cumberland County Municipal Oversight Committee (MOC) made a recommendation to approve this grant request to the Cumberland County Commissioners who will make the final decision.</p> <p>Total project cost is estimated to be \$50,000. The work is proposed to be funded by a \$39,200 CDBG-grant and a \$10,800 cash match by the Town of Falmouth.</p> <p>Work is expected to commence after July 1, 2014. The schedule and logistics for this work is still to be determined and may coincide with Phase II renovations in Town Hall.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Town of Falmouth/City of Westbrook CDBG Application for Food Pantry Renovations • Recommended Grant Awards by Municipal Oversight Committee



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| ApplicationScoring_March2014.pdf / Adobe Acrobat Document | Size: 103K Last Updated: 2014/3/17 |
| Bike_PedApplication_NoPoShortTermProjects_20140205_Complete.pdf / Adobe Acrobat Document | Size: 4.9M Last Updated: 2014/2/5 |
| PACTS_BikePedFinalReport.pdf / Adobe Acrobat Document | Size: 25M Last Updated: 2014/3/13 |

Subject:	<p>Receive the final report for the North of Portland Bicycle and Pedestrian Implementation Plan.</p> <p>A public comment period will be included with this item (5 minutes).</p> <p>ACTION: No Council action is anticipated.</p>
Summary:	<p>Since last fall, Falmouth has worked collaboratively with the Towns of Cumberland, Yarmouth, North Yarmouth, and Freeport and consultant StreetPlans to create a PACTS-funded plan for pedestrian and bicycle mobility improvements in this region ("NoPo Plan").</p> <p>On January 27, 2014, the Council endorsed a multi-town construction grant application to PACTS for the (draft) short-term improvements recommended by the NoPo Plan. Staff prepared this application with the other four towns. The application has since received a #1 ranking in its category by PACTS staff out of 11 applications. See attached application and scoring sheet.</p> <p>The North of Portland Bicycle Pedestrian Implementation Plan has now been finalized (see attached plan). The recommendations in the plan are conceptual in nature and do not bind the Town in any manner.</p> <p>The Town received valuable local assistance with this project from Dr. Pat Connolly, Debra Coyman, Kathy Hillman-Reed, Theo Holtwijk, Lt. John Kilbride, Nathan Poore, Ann Reis, Jay Reynolds, and Bob Shafto, as well as a number of Falmouth residents who came to public meetings and participated in surveys.</p> <p>Town staff recommends the following next steps:</p> <ul style="list-style-type: none"> • distribute final NoPo Plan to all project participants and post on Town website, • continue informal collaboration with Cumberland, Yarmouth, North Yarmouth, and Freeport on bicycle and pedestrian issues, • track 5-town PACTS-grant request for short-term bicycle improvements (see above), • continue participation in current PACTS-funded Bicycle Wayfinding Study for area North of Portland, • convene the ad hoc Falmouth Stakeholder Group to formally conclude the NoPo Plan effort, and • in late 2014, develop a proposed scope of work for a Falmouth-specific update of its 2003 Bicycle/Pedestrian Plan and 2002 Trails Plan to be prepared in 2015. <p>(This item follows the Council's 2013 Work Plan priority 1.D. The work is expected to be partially funded through a previous PACTS grant. Staff will bring a proposed scope of work back to the Council for review.)</p>

Attachments:

- Final NoPo Plan
- 5-Town PACTS Grant Application for Short-Term Improvements
- PACTS Scoring of Bicycle-Pedestrian Applications

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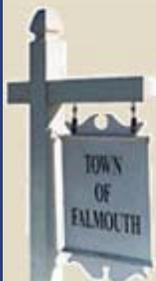
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Attachments:

[1292014_Order_Budget.pdf / Adobe Acrobat Document](#)

Size: 24K Last Updated: 2014/4/24

Subject:	<p>Order to approve the FY15 Municipal and School Department Budgets in accordance with the Town of Falmouth Charter, Article 5, Sec 502.</p> <p><i>A public comment period will not be included with this item because a public hearing was held regarding this matter at an earlier date.</i></p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>A copy of the Budget Order in a format required by the Charter is attached.</p> <p>The School Budget can be found on the School's website: click here. The Municipal Budget can be viewed here.</p>



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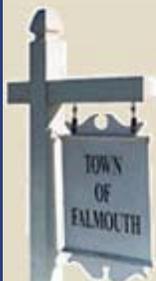
April 28 Agenda Item 11

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Attachments:

1302014_Ordinance_SpecAmusemnt.pdf / Adobe Acrobat Document	Size: 74K	Last Updated: 2014/4/24
Ord_special_amusement.pdf / Adobe Acrobat Document	Size: 140K	Last Updated: 2014/1/22
Council_IntroLetter_SAP.pdf / Adobe Acrobat Document	Size: 84K	Last Updated: 2014/1/15

Subject:	<p>Ordinance to amend the Falmouth Code of Ordinances regarding the notice requirements for a special amusement permit.</p> <p><i>A public comment period will not be included with this item because a public hearing was held regarding this matter at an earlier date.</i></p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>The amendment will allow abutters within 250 ft. to be notified when a special amusement permit for live music is being considered for approval.</p> <p>Per Sec. 8-65 (b) of the Code of Ordinance, The entertainment allowed under any class of permit provided for herein shall be conducted at a level which will limit the range of sound to a radius of two hundred (200) feet of the restaurant structure.</p> <p>Please find attached the introduction letter and the amendment language.</p>



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April 28 Agenda Item 12

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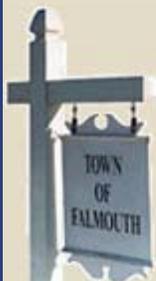
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Attachments:

[1312014_Order_ScheduleBVRMeeting.pdf / Adobe Acrobat Document](#) Size: 20K Last Updated: 2014/4/24

Subject:	Order to schedule the Budget Validation Referendum's (BVR) statutory budget meeting to be held on Monday, May 12, 2014, as required by M.R.S.A.1485 & 1486. A public comment period will be included with this item. (3 minutes per person) ACTION: Town Council action is anticipated
Summary:	A copy of the order is attached.



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April 28 Agenda Item 1

Subject:	Public Forum
Summary:	This is an opportunity for members of the public to address the Council on matters which are not scheduled for public comment at this meeting.

April 28 Agenda Item 2 (a)

Attachments:

[03102014Minutes_DRAFT.pdf / Adobe Acrobat Document](#)

Size: 396K Last Updated: 2014/4/25

[1212014_OrderMinutes03102014.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

Subject:	Order to approve the minutes of the March 10, 2014, Town Council Meeting. ACTION: Council action is anticipated.
Summary:	A copy of the minutes is attached.

**Town Council Meeting
DRAFT Minutes
March 10, 2014**

Roll Call

Item 1 Site and building inspection with consulting architect/engineer to review building renovation options at the Mason Motz building.

The meeting began at 5pm with a tour and site inspection of the Mason-Motz building. All councilors were present.

The Council returned to council chambers at 7:00pm

Chair Pierce announced that the Town has received a generous donation to the fuel fund, and the donor has offered to match it if someone else comes forward with an equal donation.

Item 2 Public Hearing and Order relative to a new victualer/food service license for KupCakes, Inc.

Chair Pierce opened public hearing; no public comment.

Councilor Farber moved the order; Councilor King seconded. Motion carried 7-0.

Amy Alward, business owner, said the business will be open Wednesday – Sunday in its current location.

Item 3 Review and discuss a report from Oak Point Associates regarding renovation options for the Mason Motz building.

Alison Dimatteo, project manager from Oak Point, gave a brief history and overview of the project. Their goals were to create an autonomous building for Mason-Motz, separate it from Plummer, divest it from shared utilities, bring it into code compliance with current code, meet Community Programs needs, and be wise in spending the least amount of money possible while getting the most benefit. The initial cost of the improvements was \$1.9 million, well above the target budget. They have developed a pared back approach that would allow them to meet the majority of their goals while staying within budget.

Bill Van Benthuisen of Oak Point discussed the items included in the base bid and each of the three alternates.

Councilor Anderson said there is some duplication so one couldn't add the three options together to get the total cost. He asked the total cost if they wanted to do all the upgrades. Mr. Van Benthuisen said it was around \$1.2 million.

Chair Pierce asked where wireless factored in; Mr. Van Benthuisen said that was part of the telephone/data/security system in alternate 1.

Councilor Farber said some of the items are asterisked and asked what the base plus the asterisks is. She interpreted the asterisks as being the most important items of all of these. On review of the documentation she saw that the asterisked items were totaled at \$135,000.00 so the answer to her question was \$835,000.00.

Councilor Goldberg asked what happens in Town Hall if the Community Programs department vacates their space.

Town Manager Nathan Poore thought the Finance department might move there, or they would replace some of the meeting space that will be lost. The more important thing is to locate Community Programs closer to their programs rather than benefit Town Hall.

Chair Pierce said PACPAC has reviewed this. Councilor Farber said PACPAC deemed alternate 1 as more important than alternate 2.

Lucky D'Ascanio, Director of Parks and Community Programs, agreed that upgrading programming space was more important to PACPAC than moving the office.

Councilor Farber asked if Community Programs would consider using the offices in their current state. Ms. D'Ascanio said they would not. Mr. Poore thought there might be a satellite office located there in case a staff member needed to work remotely, but there would be no permanent offices. Ms. D'Ascanio agreed; they used one of the offices as a teacher's room during the summer camp season.

Councilor Farber felt there were advantages to moving Community Programs there; it frees up space at Town Hall and a receptionist would provide a sense of place. The office space is in far worse shape than any of the classrooms. If they do this, they want it to be a place that people want to use. Having staff there will go toward creating a sense of community.

Councilor Goldberg didn't know why they would locate the operation of the programs far away from the programs themselves.

Councilor Anderson understood that the analysis had to focus on the building; he wondered if they had polled the greater community on what they want in a community center. He would like to see a visible public outreach process on what people want before they make a big investment, both in money and in design.

Chair Pierce said that 5 years ago they had 200 people do keypad polling on what they wanted to see in a community center. They also had a vote; even those people who weren't in favor of repurposing the whole site were in support of the community center. She thought that, while it isn't of-the-moment data, it isn't data that should be lost. She thought they could resurrect the data that was gathered at that time; she wasn't sure they needed a whole new public process. This space is being used all the time.

Councilor Orestis agreed with Chair Pierce; he felt well-informed by the process that has gone on over the years. Getting more current input couldn't hurt, but they have a lot to work from.

Councilor Goldberg said the building needs a lot of work just to bring it to code and separate it from Plummer. The walls are where they are going to be. They have to do this at some level, or it will cost more later on.

Councilor Farber said if they proceed with a design, public input is crucial.

Councilor Mahoney felt they were in a different place than they were 3-4 years ago when they did the survey. He thought it was worthwhile to get public input. He fully supported using the building for a community center and didn't think they would begin construction until 2015.

Mr. Poore pointed out the need for a new heating system by next year at a minimum.

Chair Pierce asked if the Council was in consensus that they wanted to do something in this building.

Councilor Anderson said they should confirm that there is community support before they spend \$75,000 on the next step. He thought they have time; they own it and while they have an option to offer it to Oceanview, there are several years left on that.

Chair Pierce said they are putting money into this building every year without realizing its full benefit. She wondered if they can get public input at the same time as they are finalizing. She was interested in bringing it up to code at a minimum.

Ms. D'Ascanio said the process that brought them here today was a directive from the Council to come up with how they can use the building with the least amount of money possible. They are not doing a lot of structural changes. Programming can change and evolve, and does so all the time. Their goal with this project was daytime program space because they didn't have any. They have done surveys in the past on what kind of programming people want, and they do that all the time. She agreed that these could be done simultaneously. The improvements to heating and code compliance items can move forward and if they come under budget, they can address some of the aesthetic issues. That could depend on the construction bids they get.

Councilor King felt it was important in any design that the space remains flexible. She asked if there was a difference between a "Community Center" and Community Programs.

Councilor Goldberg felt that they could define community center however they like. Since they engaged to have this report done, they have thought of this as a home for Community Programs. He thought the department is constantly measuring the demand for different programs, and responding to that demand.

Ms. D'Ascanio agreed; if they have programs that are not generating the numbers they would like to see, they change it up. If they have waiting lists for given programs, they offer more of those. She said their concept of a "community center" was dedicated program space. Since she started working here in 1993, they have never had their own space; they have used the schools, Town Hall, the church next door, etc.

Councilor Goldberg felt they already have a mechanism to help them define what they want this to be – Community Programs is measuring their market all the time. He said the base items have to be done, regardless of what they do with it. If they aren't willing to do those, they shouldn't own this building.

Councilor Orestis said the building is already in use all the time. It is the right space: the infrastructure is there, the space is usable and accommodating, and he saw no reason for delay; they have been discussing it for a while. They are not going to learn anything they don't already know. It is in use, it will remain in use, and he wanted to keep it going.

Councilor Farber asked about the cost of ownership. They have now owned the buildings for three years; she wondered the cost of utility expense.

Ms. D'Ascanio said the cost of utilities was \$68,500, including Plummer. They have a shared utilities agreement with Oceanview: 47% town, 53% OV based on the footprints of the building. Because Oceanview has a tenant in Plummer, any costs above the number they paid for Plummer last year will be paid by Oceanview, since the tenant is using it much more than they did last year.

Councilor Farber said the utilities will likely change if they do the base upgrades and she wondered how much upgraded utilities will cost. She felt there was a certain amount of cash that is being lost out the windows and doors; there is a basic level of upgrades that they have to do. The building is an energy hog and is costing them money.

Councilor King thought an energy audit ought to be able to answer that question.

Mr. Van Benthuyzen couldn't answer in terms of dollars, but the systems that would be put into place, especially the high-efficiency lighting and boilers, would offer tremendous savings on those costs.

Chair Pierce said if the Council wants to keep the building, they need to move forward with the basics.

Councilor Mahoney supported keeping it, and moving Community Programs there, but he didn't think there was a rush to move to final design and construction bids. He felt there were some upgrades they can

do this summer, including the new heating system. He didn't want to spend \$75,000 on final design without more public input.

Chair Pierce said the programs alone show that there is a demand.

Councilor Mahoney said they are making several supplemental appropriations and he is starting to feel the pinch. He thought they could take 2-3 months to get some input into uses.

Chair Pierce asked, if he agreed they should keep it, which of the basic upgrades he would not do. If they are going to keep it, there is no reason to not maintain it.

Councilor Mahoney said if they change the footprint, the HVAC and sprinkler systems would change.

Councilor Farber felt they were not suggesting a year-long public process. She suggested that PACPAC hold a public presentation and invite public input at that time. If no one shows up, they could move on. That could be a 4 week effort and not a 12 month effort.

Councilor Goldberg said he respects public comment but felt the public would likely be uninformed and create a wish list. Community Programs knows, based on their measurements of demand, what the community really wants and uses for programs. That is real-world data they can use. The heating system is terrible; it is costing them a lot of money, and they need to do something about it.

Councilor Anderson wasn't talking about a lengthy public process, but a couple of opportunities for public brainstorming on what they should do with the building. He wanted to refresh the public data they have, which is 5 years old. Based on what he saw they are not going to just bring this up to code, but make something out of it. He felt this project would be over \$1 million and would go to referendum. He wanted to see this go to the public sooner rather than later. That might take 6-8 weeks.

Item 4 Order to approve a supplemental appropriation of \$75,000 for the services associated with final design and bidding of a construction project related to renovations and upgrades of the Mason Motz Facility for a community center.

Councilor Farber moved the order; Councilor Orestis seconded.

Councilor Mahoney wondered why they wouldn't wait and get public feedback before they spent money on this step. He would be okay with conditioning this funding on first receiving public input.

Chair Pierce said they need final design on just the basic necessities to make this a habitable building. If they agree that the Town should keep the building, she asked why they wouldn't move to bid to bring this up to code. She looked at this as a phased project; they would move on items as funding becomes available.

Councilor Mahoney thought they would be looking for final design on the base, alternative 1 and alternative 2. He would like to get further input on what the alternatives should be. He suggested an amendment to the motion that there should be 2 public meetings to allow for public input.

Councilor Farber asked what effect delaying this process by 6-8 weeks would have on the project and whether they could still install a new heating system by next winter.

Mr. Poore said Oak Point will need 3 months to do their final design, a month for bid process, and a month of the council review would bring it to five months to get to construction. Adding two months to that would bring construction to 7 months from today.

Ms. Dimatteo said they wouldn't want to do the removal of the connector in the winter. If they could trim their design process a bit, the interior work can be done during the winter. She pointed out that smaller

changes, to locations for duct work and walls for example, isn't too much of a problem for them. She felt they would be okay with a delay of 8 weeks, but not much more than that.

Mr. Poore wondered if Oak Point could make progress on some of the basic elements of the project while the public process is ongoing.

The Council debated whether public input would have any impact on the basic elements. Councilor King felt they had to have an understanding on how much they are going to flex based on that input.

Councilor Mahoney said the biggest need is the heating system. He wondered if that can be decoupled from this. They didn't need a big design for that.

Ms. Dimatteo said the plan was to couple some of the utilities within the same trenches and complete all that work at the same time. She didn't advise doing just one piece of the underground utilities.

Councilor Mahoney didn't think final design included utilities.

Chair Pierce thought of design as engineering, not designing programing space. She didn't think it was fiscally responsible to delay bringing this building up to code. The design would include the bid alternatives.

Councilor Goldberg said the final design process for Route 1 was very valuable in that it told them what they could and couldn't afford in that project.

Councilor Mahoney moved an amendment that the order be approved but that two public meetings be held in the next 6 weeks, prior to the consultant commencing the final design process. Councilor Farber seconded.

Chair Pierce would like the design process to start along with the public meetings and not wait until after.

Councilor Farber and Councilor Mahoney withdrew the amendment.

Councilor Mahoney revised his amendment, removing the limitation that the design process shall wait until after the public process. The consultants final design work would focus on the base elements.

Councilor Farber seconded.

Councilor Anderson wondered about the concern that the public process might change the design process.

Councilor Mahoney felt there were some basic items that they could work on that the public process wouldn't change; the underground utilities for example. He felt the consultants understood to wait on the design of the interior work until the public process was complete.

Councilor Anderson felt the removal of the connector was ripe for public input. He wanted to get public input before they spend any money on this. He asked if the natural gas line will be in place before next winter if they install a new heating system.

Mr. Poore said natural gas is scheduled to be installed this year; if it is not, they can install a propane tank in the short term.

Councilor King asked who would be in charge of the public process and what they would be asking the public. She wondered what they were trying to assess.

Chair Pierce said there are infrastructure components, which have no connection on the programmatic space, that need to be done. That is why she was asking for the process to be concurrent.

Councilor Farber felt PACPAC should lead it and should ask for feedback on the proposed master plan. While they could get feedback on the connector, it is outside the scope of anything they have discussed. They are not changing the footprint of the building and she didn't see the base as changing.

Mr. Poore suggested the staff would work with Oak Point on spending the least amount while the public process moves forward.

The Council discussed the public process and what it should look like. Councilor Mahoney envisioned two open houses for people to tour the building.

Councilor Mahoney restated the amendment: a second sentence was added to the order *“Further, PACPAC shall hold two public meetings to gather input on proposed renovations and upgrades of the Mason Motz Facility for consideration in the final design and bidding of the construction project”*. Councilor Farber confirmed her second.

Councilor Anderson was concerned that the design process would be mostly final before the public process was completed.

Ms. Dimatteo said the design work will not start right away; they have to get contracts signed and then they begin with ground surveys, utility locations and additional field work. They will start their design work with the basic, code-mandated infrastructure upgrades, which would not be greatly affected by any decisions they would be making in the public process. She explained that their fee is a percentage of the construction cost and they wouldn't spend that all at once; they can work minor design changes in to the scope of work. A major change of scope would lead to them renegotiating their fee.

Chair Pierce called the amendment.

Motion carried 7-0.

Amended order carried 7-0.

Item 5 Order authorizing the Town Manager to execute an assignment of the Town's option to purchase real estate at 9 Lunt Road to the Falmouth Memorial Library.

Councilor Farber gave a presentation on the history of the project to date. The final conceptual design recommended that the Library acquire the adjoining property. The option on the abutting property is good until April 15. The Trustees have asked for financial assistance to purchase that property. The first order on this agenda is to assign the “Option to Purchase” to the Library Association. The second order is for the Town Manger to negotiate a short-term loan. The third order is to approve a supplemental appropriation to fund the loan. Assigning the option removes the Town from the transaction; the Library Association would own the property and take responsibility for maintaining it. The option purchase price is \$315,000; the Library Board would contribute \$31,500 and the Town would provide a short term interest free loan of \$283,500, payable before June 30, 2019. Operating funds from the Town would not be used to repay the loan. The payment due date is consistent with the Library’s fundraising plans. By loaning the money to the Library, it will secure the land for library use and relieve the pressure of the option expiring. They are proposing that the loan would be funded by monies from the unassigned fund balance. It could be returned to that fund balance when it is repaid.

Councilor Mahoney moved the order; Councilor Goldberg seconded.

Public comment period opened.

Mark Porada of Spoondrift Road, president of the Library Trustees, thanked the Council for their collaboration on this project. The trustees are unanimous in their support of all three orders.

Public comment period closed.

Motion carried 7-0.

Item 6 Order authorizing an unsecured loan to the Falmouth Memorial Library in the amount of \$283,500 for the purchase of property at 9 Lunt Road.

Councilor Orestis moved the order; Councilor Goldberg seconded.

Councilor Farber pointed out that the term note has been reviewed by the Town Attorney and received input by the trustees.

Councilor Orestis was glad for the process around this project; this is a very good solution.

Councilor Anderson asked about the note; he wondered about the discount for an early payment. The discount is the same as the library's upfront contribution.

Councilor Farber said that was a coincidence. They were talking about ways to incent a quicker payback and \$250,000 was a nice round number.

Councilor Anderson would rather have \$283,000 in 2019 than \$250,000 in 2017; he didn't want to give a discount on an interest-free loan.

Councilor Goldberg felt having the use of those funds earlier would be a good deal.

Councilor Mahoney said the rationale was that it would benefit the Town to get the money back early and it would incent the library in their fundraising to pay it back early. He thought that could be considered a contribution the Town is making to the fundraising effort. He was fine with that amount of discount.

Councilor Goldberg didn't think it was right to look at this as a purely financial decision; Councilor Orestis agreed. This is about their relationship with the library.

Councilor Anderson felt this was a gift. He felt the money to pay this back would come from the bond or the fundraising; either way it would be the Town's money.

Councilor Mahoney said this isn't coming out of operating money; it is either coming out of the bond money authorized by the residents, or by private donations. Their ability to pay this back will rely on their fundraising.

Councilor Goldberg said the original discussion was for the Town to purchase the property outright; now they are talking about a discount of \$33,500 in 2017. He felt this was a good deal.

Councilor Anderson didn't think the amount the library would fundraise would change depending on this transaction; all this would come out of the Town bond money anyway.

Councilor Farber pointed out that the \$5 million estimate always included the \$315,000 for this property. The reason they are discussing this now is because there is a time line on this purchase. The library doesn't have the luxury of waiting on the final design and approval of the Planning Board. They need to secure the property in the short-term.

Councilor Mahoney said the note makes clear that all payments shall be made from monies received from sources other than the Town. The decision tonight is whether to provide a loan to the library in order for them to purchase a property that has been identified as a necessary piece of the project. This is a better deal since the Town will not own the property and will not need to maintain it. If the project doesn't go through, the library will still be on the hook to pay the Town back.

Councilor Anderson didn't think the library needs this property to do their renovation. He asked whether there is a more cost-effective way to acquire the necessary increase in parking; he had no problem with the expansion of the building. The cost of turning this property into parking will be \$400,000-500,000 once site work is taken into account. They have an agreement with the Legion for library patrons to park in their lot and the Town Engineer has determined that they can build 15-20 spaces along Depot Road. The Route 1 design envisions on-street parking.

Councilor Mahoney respectfully disagreed with the cost of the parking on the property. He is also concerned that the property would be automatically considered for parking; he would like add language to the note that would ensure that, before the property is used for parking, all other alternative have been explored by the library with the coordination of the Town. He would like to see the library control this property if in the future more parking is needed, even if on-street and Legion parking is adequate for now.

Chair Pierce wondered if the Planning Board process, which would weigh the requirements of the Route 1 district, would provide enough checks and balances, or if there should be language in the note.

Councilor Mahoney felt there should be language in the note.

Councilor Farber thought the ordinance is not particularly strong in terms of on-street and shared parking; it is encouraged. The strongest element in the ordinance is for impervious surface; pervious surface parking is possible.

Public comment period opened.

Mark Porada of Spoondrift Road said all they have is a preliminary design, which shows the property as a parking lot. This may not be what they see in the final design. The property also allows them to end the use of the current property as a cut-through for traffic from Lunt to Depot. They are happy to review the options for on-street parking, but most of the users of the library are young children and the elderly. It isn't reasonable to ask those age groups to park on the street and walk up the sidewalk in the winter. The library doesn't want to be a landlord over the long-term; either the current home would remain vacant or be torn down. Those costs to prepare the site would be incurred whether it becomes a parking lot or not.

Julie Rabinowitz of Muirfield Road, a former member of the trustees, said during her tenure they were concerned with the cost of purchasing the property and converting it to a parking lot. All the other options for the library have gone away and all the feedback has told them that remaining on the current lot is preferred. Purchasing that lot is the cost of remaining in their current location. She highly endorsed the current plan.

Public comment period closed.

Councilor Mahoney amended the order to add the following sentence: *"Further the Falmouth Memorial Library Association agrees that, before the property is redeveloped for use as additional parking area for the Falmouth Memorial Library, it will maximize all other options to meet parking requirements. The Town agrees to cooperate with the Falmouth Memorial Library Association in maximizing all other options to meet parking requirements before the property is used as additional parking area."*

Mr. Poore said the attorneys drafted this; reference to the property was not included in the promissory note since it was an unsecured loan.

Councilor Farber thought if they disconnected the promissory note from the property, they lose the demand that it be paid if the property is sold.

Councilor Mahoney was fine with 9 Lunt Road not being included in the promissory note but he wanted something in the order so that everyone, including the Planning Board, knows what the Council is expecting with the purchase of the property.

Councilor Farber moved to amend the amendment to include in the order the expectation that, should the property be sold, the loan is due to the Town. Councilor Anderson seconded.

Town Attorney Bill Plouffe said that Councilor Farber's amendment accelerated the due date of the loan, and that should be included in the note. The language on the use of the property belongs in the order.

Councilor Farber withdrew her amendment.

Councilor Goldberg seconded Councilor Mahoney's amendment.

Councilor Anderson asked why the note was unsecured.

Councilor Farber said in the case where the library couldn't pay this back and dissolved, the Town owns 50% of the property and has the option of taking over operations. The Town could also hold back the 75% of operating costs it contributes each year. This is not a risk.

Councilor Anderson asked how this transaction affected the Town's 50% ownership of the library property. Councilor Farber said it doesn't. The Library would be owners of 9 Lunt Road; the Town would retain 50% ownership of the current property.

Mahoney amendment carried 7-0.

The Council directed the Town Manager to amend the note to include a condition that the note shall become immediately payable if the property is sold.

Councilor Farber called the order as amended.

Motion carried 6-1 (Anderson).

Item 7 Order to approve a supplemental appropriation and transfer in the amount of \$283,500 from Unassigned Fund Balance to fund a loan to the Falmouth Memorial Library, such loan to be used to purchase property at 9 Lunt Road.

Councilor Mahoney moved the order; Councilor King seconded. Motion carried 6-1 (Anderson).

Item 8 Order to authorize the Town Manager to execute four Option Agreements related to Open Space grant applications.

Ms. D'Ascanio said there is new information on the Hawkes property; the option failed to mention that the owner is retaining 12 acres of the property. A new option came in today and that is the one that will be executed.

Councilor Mahoney moved the order; Councilor Farber seconded.

Public comment period opened; no public comment.

Councilor Farber wondered if there had been a change in terminology since the initial conversation.

Ms. D'Ascanio said the attorneys decided that these agreements were options and not purchase & sale agreements.

Councilor Goldberg wondered if the retention of 12 acres was a new agreement. Ms. D'Ascanio said no, that was always in the agreement.

Councilor Anderson said they are not authorizing money to purchase these, but taking action to make grant applications more attractive. Councilor Mahoney confirmed that was the case.

Councilor King asked if an option agreement is different than a purchase & sale. Councilor Farber explained that they are guaranteed a certain price for a certain period of time, and it can't be sold to anyone else. They can turn it down. This could become a purchase & sale.

Councilor Mahoney said the option agreement shows the funders that the Town and landowners have already discussed the possibility of purchase.

Councilor Anderson said they could walk away from the transaction if they don't get the grant money.

Councilor Farber called the question.

Motion carried 7-0.

Item 9 Update from Casco Bay Hockey Association (CBHA) regarding a proposal to renovate and upgrade the Village Park Hockey Rink.

John Veilleux of CBHA discussed the initial renderings of the proposed building, drafted by Andy Hyland of Port City Architecture. They have done a lot of work in designing an aesthetically pleasing building while complying with current zoning as much as they can. They are also working with Town staff on their proposal. Their idea is to have a warm room to replace the current warming hut, with locker rooms, restrooms, and seating. They would run it 5 months of the year as a hockey rink and have it available the rest of the year for Town, CBHA and Family Ice off-season use. Soils testing and engineering work have begun, and they are working to go out to bid. They are talking with Town staff about details on the land lease. They are focusing on six basic areas, including: revitalize the existing outdoor rink with their own money; allow the Falmouth schools/municipal organizations to have some uses during the off-season, including a rain location for outdoor concerts and hosting the holiday tree lighting; dedicating some time during the season for Falmouth residents, including mid-week stick & puck for Falmouth residents with ID; parking, lighting, sidewalks and site improvements coordinating with the Route 1 improvements; and granting priority to Falmouth municipal and schools during the off-season. They are going to try to comply with the zoning in the district as much as possible, with the understanding that they can't come to within 20 feet of the street. Their goal is to start use of the facility as a rink in the late fall/early winter of 2014. They are working with Family Ice on a Memorandum of Understanding to allow them to move forward and to have Family Ice manage the on-season use of the property.

Mr. Poore confirmed that staff and Mr. Hyland will be working on a zoning amendment with a goal to present it to the Council on March 24, even if it is in draft form. They would need to have an amendment passed by the May 28 meeting. The goal is to reduce the amount of zoning deficiencies on the project. He asked if the Council would like the zoning amendment to allow for staff approval of the project without Planning Board review and approval.

Mr. Veilleux said the Planning Board would get a look at the zoning amendment as part of the MRA process.

Councilor Farber asked for clarification on the zoning amendment.

Mr. Poore said there are some zoning requirements that the building will not be able to meet, especially the minimum setbacks, the building frontage and architectural design, and site improvements such as street trees and pedestrian lighting.

Councilor Mahoney was comfortable with this not having to go to the Planning Board. The rest of the Council agreed.

Item 10 Order to authorize the Town Manager to execute a Municipal-State agreement with the Maine Department of Transportation regarding long-term ownership and maintenance responsibilities associated with street lighting, bicycle and pedestrian amenities on the Martins Point Bridge.

Public comment period opened; no public comment.

Councilor Farber moved the order; Councilor King seconded. Motion carried 7-0.

Item 11 **Order to authorize the Town Manager to execute a Municipal agreement with the City of Portland regarding long-term ownership and maintenance responsibilities associated with street lighting, bicycle and pedestrian amenities on the Martins Point Bridge.**

Councilor Anderson moved the order; Councilor Goldberg seconded.

Public comment period opened; no public comment.

Motion carried 7-0.

Item 12 **Order to authorize the Town Manager to execute a quit claim deed for Map U45 and Lot 005.**

Public comment period opened; no public comment.

Councilor Mahoney moved the order; Councilor King seconded.

Motion carried 7-0.

Item 13 **Report from the Appointments Committee and order relative to filling various vacancies on Boards and Committees.**

Councilor Farber recommended they appoint David McConnell for the Zoning Board alternate.

Councilor Orestis moved the order; Councilor Goldberg seconded. Motion carried 7-0.

Item 14 **Discussion about future Council agendas**

Mr. Poore discussed upcoming agenda items.

Item 15 **Order to go into Executive Session pursuant to the Laws of Maine to discuss and consider the acquisition of real estate rights, pursuant to 1 M.R.S.A. § 405 (6) (C).**

Councilor Goldberg moved the order; Councilor Farber seconded. Motion carried 7-0.

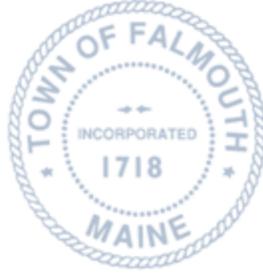
The Council entered executive session at 10:05 pm.

Adjourn

The Council adjourned at 10:45 pm.

Respectfully submitted,

Melissa Tryon
Recording secretary



TOWN OF FALMOUTH

ORDER NO 121-2014

APPROVE THE MARCH 10, 2014 MEETING MINUTES

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To approve the minutes of the March 10, 2014 Town Council Meeting.

Attest: _____

**Ellen Planer
Town Clerk**

April 28 Agenda Item 2 (b)

Attachments:

[03242014Minutes_DRAFT.pdf / Adobe Acrobat Document](#)

Size: 360K Last Updated: 2014/4/25

[1222014_OrderMinutes03242014.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

Subject:	Order to approve the minutes of the March 24, 2014, Town Council Meeting. ACTION: Council action is anticipated.
Summary:	A copy of the minutes is attached.

**Town Council Meeting
DRAFT Minutes
March 24, 2014**

The meeting was called to order at 7:00 pm.

Roll Call

All Councilors were present and answering roll call.

Pledge of Allegiance

Chair Pierce led those present in the Pledge of Allegiance.

Item 1

No one spoke at public forum.

**Item 2 (a) Order to approve the minutes of the February 10, 2014, Town
(Consent Agenda) Council Workshop Meeting.**

**Item 2 (b) Order to approve the minutes of the February 24, 2014, Town
(Consent Agenda) Council Meeting.**

Councilor Mahoney moved the orders; Councilor Farber seconded. Motion carried 7-0.

**Item 3 Report from Council Committees and liaisons regarding updates
 on assignments.**

Councilor Farber said the Finance Committee will meet with the School Finance Committee on Thursday, March 27.

Councilor Goldberg said the public hearing for the FY15 budget will be held on April 10. Falmouth Middle School's Iron Twinkies won the jazz band championships. The High School came in second in the one-act play competition; they will move on to regional competitions.

Councilor Mahoney said LMAC is meeting with a number of land owners on stewardship and land management tomorrow.

Councilor King said the energy use and efficiency database is almost complete. Hopefully results will be presented in late April. Mason/Motz open house and tours will be held on Thursday March 27 from 5-7pm and on Saturday, March 29 from 10am-12pm. Everyone is welcome to come see the buildings and provide input on proposed changes.

Councilor Anderson reported that the bids on the Route 1 project came in; the low bidder came in higher than the budget by a considerable amount. The CDC, engineer and Town staff have worked with the utilities and are confident they can bring the numbers down closer to the budget. They will likely have a report for the Council in the next month.

Councilor Anderson felt there were two questions: does the Council have the authority to make this change, and is it a good idea.

Chair Pierce said the Town Attorney gave a thorough analysis of the Town Charter in relation to their authority.

Councilor Anderson felt the question of authority was a good question; he disagreed with Town Attorney Bill Plouffe's determination that they have the authority. Section 601 states that "*The Town Manager shall have exclusive authority with respect to the appointment and firing of the Town Assessor.*" The contract language states that the Town Manager will be consulted with respect to the hiring and firing of the Town Assessor, but that the County controls that decision. He felt that was a glaring inconsistency. While it doesn't say the Town Assessor has to be an employee of the Town, it doesn't say that about any employee, including the Town Manager. Under that interpretation, they could contract out for a Town Manager. He didn't think this is the intent. He spoke about the change to the Charter that led to the Town Assessor reporting to the Town Manager; he felt the language was written to prevent this type of change. He also felt section 204.2 of the Charter is inconsistent with this change. They can "*By ordinance create, change and abolish offices, departments or agencies, other than the offices, department and agencies established by this Charter*". Assessing is established by the Charter. Attorney Plouffe does not address this section in his letter.

Councilor Mahoney felt the responsibility for the Assessor has clearly been transferred from the Council to the Town Manager. It may have been a close vote, but it was settled. He didn't see this arrangement as abolishing the office or assigning its duties to another department or agency; this will not change the function of the office, merely how it is staffed. He agreed that there may be some conflict between the wording of section 601 and the contract, but he felt comfortable with Attorney Plouffe's interpretation.

Councilor Farber pointed out that, while it is the County that can hire or fire the individual, the Town Manager retains the ability to assign or un-assign that individual as the Town Assessor.

Town Manager Nathan Poore said that authority is in article 1A of the contract, where it says "*designated by the municipal officials of said Town as their assessor per State law and/or Charter...*"

Councilor Farber said the Town retains the right to go their own way. Whether that individual remains an employee of the County is irrelevant.

Councilor Anderson said section 3.5 of the contract states: "*The COUNTY shall consult with the TOWN regarding the assignment of an individual to be the Assessor of Falmouth...*" The Charter says that the Town Manager has exclusive authority to hire and fire the Town Assessor.

Chair Pierce pointed out that the next sentence in contract states that "*The County recognizes that the individual must be designated by the municipal officials of the Town as the assessor per State law and/or Charter.*"

Councilor Anderson argued that the Town would only be able to pick from the people on staff; while the Town may be able to participate in the hiring process, it will be the County's decision who to hire. That is not what the Charter says.

Councilor Farber pointed out that they can leave the contract. The Town Manager can decide that it isn't working and appoint a consultant to serve as the Town Assessor. She pointed out that, while the vote on the charter committee was close, the charter amendments went before the voters and were approved.

Councilor Anderson was glad the ability to withdraw from the contract was reduced from 12 months to 90 days.

Councilor Goldberg wondered what the Town would do if they had a sudden vacancy in staffing in assessing. Mr. Poore said the Town would be faced with the same process: looking at new staff, a regional process, or contracting out the service.

Councilor Goldberg felt the Town Manager has the authority to do that under the Charter. This situation is no different.

Councilor Anderson felt what the Town Manager would do in a temporary, emergency situation is different than making a long-term change.

Councilor Farber asked the difference between this arrangement and contracting out with a firm that provides assessing services.

Councilor Anderson said it is no different; the way he read the charter, sub-contracting this department is prohibited. It is different from a short-term arrangement to cover a gap in staffing.

Councilor Goldberg didn't think it was different.

Mr. Poore spoke with Attorney Plouffe today about section 204.2; Attorney Plouffe said the key provision is that the Town is not giving up any authority because the Town is retaining its appointment power. When they drafted the contract last summer, the attorneys reviewed all the charters of the towns. The question of employment came up. The key is the Town's authority to appoint the Town Assessor; the Town can refuse to appoint an individual hired by the County.

The consensus of the Council was that they have the authority to enter into this contract.

Chair Pierce agreed that assessing is an important function of the Town. It is near and dear to people's hearts and change is difficult. The model is changing no matter the decision tonight. She asked Mr. Poore to explain how this arrangement will work.

Mr. Poore said they have discussed the services model; the assessor would have office hours 4-5 half-days in Falmouth. They can make adjustments if there is not enough time. There will still be service with staff that can answer some questions and help find information. His understanding is that there will not be many office hours at the main office in Portland; they will be at the town offices or out in the field. They will also be available electronically or by phone.

Councilor Orestis asked how many urgent assessing questions there have been in the office this year.

Mr. Poore said there are different levels of questions – easy ones that the receptionist can answer, more detailed ones that the administrative assistant can answer, and the ones that only the Assessor can answer. He said he could research that question and bring the answer back.

Councilor Mahoney felt Ms. Gregory had provided that in the document presented at the last meeting.

Mr. Poore said he spoke with Gary James and he has had 25-35 customer contacts in a 6 month period between both Cumberland and Yarmouth.

Town Assessor Anne Gregory said the field appraiser works by appointment, but the assessing office doesn't typically make appointments because they are always available. It is hard to quantify.

Councilor Orestis said responses by email and phone can be done anywhere. He asked how many urgent, in-person meetings she has had in the past month.

Ms. Gregory had a hard time estimating but said she helps with urgent calls on real estate closings, for example. Councilor Mahoney felt it wasn't the job of the town assessing office to save real estate closings.

Councilor Orestis felt there wasn't a huge demand for in-person contact; a lot of the work can be done by email and phone. Ms. Gregory agreed, depending on the time of year.

Councilor Mahoney didn't think the arrangement meant that there were only meetings by appointment; there would be standing office hours where people could just drop by.

Mr. Poore agreed; even if there is a time that someone is supposed to be here and isn't, there will always be someone in the office that can talk with customers, get their information and get that to the Assessor.

Councilor Farber asked Mr. James about his numbers on staff time and on field appraisals.

Gary James, Director of the County Assessing Office, said he has always been available to work early mornings, nights and weekends to do field appraisals. He has a cell phone and email, and will be available at one of the three town halls. Walk-ins and emergencies are rare; he has seen 1-2 a month. If he gets a message, he gets back to people the same day.

Councilor Orestis said a Falmouth resident could meet with Mr. James in Cumberland or Yarmouth if it was more convenient.

Mr. James said they can meet with him at any office at any time. He has looked at a staffing schedule and where staff would be; he wants to provide customer service in the town halls. He thought they would have someone here that focuses on personal property 2-3 half-days a week. He would be here a couple mornings a week, and a field appraiser would be in town but not in the office; they would be out in the field. He tried not to set it up so that they would be here all day Monday, but not on Tuesday at all.

Councilor Anderson pointed out that Mr. James was already working 12 hours a day, 7 days a week, serving two towns. He asked how he would keep up adding Falmouth, and maybe another town.

Mr. James said he wouldn't be the only person on the team. Yarmouth and Cumberland went for months without an assessor, and he has been catching up with the backlog of work. He is just about caught up.

Councilor Anderson wondered how big this operation is going to get in the future.

Mr. James didn't know the vision for the future. He said Casco has sent out an RFP for assessing services. North Yarmouth has reached out and is considering it as well. There is no

one town ready to come on board, and he doesn't expect one in the next 3-4 months. He felt it was possible that more towns could join in the next few years. Many assessors are approaching retirement and there are not a lot of young assessors out there. It could get bigger, but he felt it would be a benefit to every town that was included, since they would have more staff, better staff, and more coverage. His specialty is commercial assessing; if he can bring on a specialist in residential, or personal property, it would improve the service.

Councilor King said the contract says they would have an assigned assessor; it is sounding like what they would have is an assessing team. She wondered if the assigned assessor would be identified as just for Falmouth.

Mr. Poore said until the specialization comes in, they would have one assessor that knows the community best and would be appointed to represent Falmouth in all appeals.

Chair Pierce said the concern is with losing institutional knowledge at the town. Whether they hire someone or go with this arrangement, there will be a learning curve.

Mr. James said he would be the Town Assessor and would be responsible for answering to the state. He would take the oath of office as the Assessor. He would have a team, much like Ms. Gregory has her staff to support her. It is the same relationship.

Councilor Mahoney said Mr. James would be an employee of the County, but would be designated as the Town Assessor by the Town Manager. If his performance was not up to par, the Town Manager could make the decision to assign someone else.

Mr. James said the Town Manager can't fire him from the County, but he can withdraw from the County contract for any reason.

Councilor Anderson asked, if the Town Manager doesn't have a problem with the arrangement but with Mr. James specifically, could he assign someone else in the office.

Mr. James said the Town Manager could assign any other CMA in the office. He hoped he would have several in the office eventually as it grows.

Councilor Farber asked about the municipal oversight committee; who would be appointed – Councilor or staff - and how often would they meet.

Mr. Poore said it would be the Town Manager and their designee(s), since the managers are looking at this as a joint department. The annual meeting would be prior to the budget from the County, which is delivered in September.

Chair Pierce called the question.

Motion carried 5-2 (Anderson, Orestis).

Item 6

Walmart representatives to present a request for a zoning amendment for a special district to accommodate the garden center and loading area as previously approved.

Joan Fortin of Bernstein Shur, representing Walmart, explained that the company decided not to move forward with their expansion plan last year. She is here to request a garden center overlay district. The store has been operating an outdoor garden center for many years, but the zoning



TOWN OF FALMOUTH

ORDER NO 122-2014

APPROVE THE MARCH 24, 2014 MEETING MINUTES

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To approve the minutes of the March 24, 2014 Town Council Meeting.

Attest: _____

**Ellen Planer
Town Clerk**

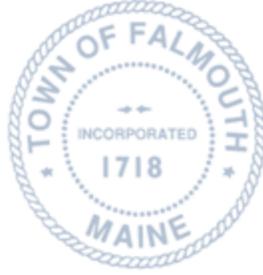
April 28 Agenda Item 2 (c)

Attachments:

[1232014_Order_ElectionWorkers.pdf / Adobe Acrobat Document](#)
[ElectionWorkers.pdf / Adobe Acrobat Document](#)

Size: 19K Last Updated: 2014/4/24
Size: 100K Last Updated: 2014/4/14

Subject:	Order to appoint election workers for upcoming elections. ACTION: Council action is anticipated.
Summary:	The Town of Falmouth Charter, Article VIII, Sec. 805 requires the Town Council to annually appoint election workers and election officials. A list is attached.



TOWN OF FALMOUTH

ORDER NO 123-2014

APPOINT ELECTION WORKERS

**BE IT HEREBY ORDERED THIS 28ND DAY OF APRIL 2014 BY THE
FALMOUTH TOWN COUNCIL, FALMOUTH, MAINE, IN TOWN COUNCIL
ASSEMBLED:**

To appoint election workers for the 2014 elections.

Attest: _____

**Ellen Planer
Town Clerk**

ELECTION WORKERS

Bonnie Anderson
Maryann Anderson
Jan Andrews
Betsy Barnard
Mary Bloom
Kathleen Bouchard
Polly Burke
Rosemarie Carrier
Susan Chapman
Nancy Cohen
Suzanne Connolly
Kerry Corcoran
Mary Davis
Sandra Davis
Constance Dayton
Marjorie Devine
Colleen Donovan
Mary Louise Dyer
Kelley Fernald
Nancy Goddard
Audrey Grassman
Joseph Greene
Richard Harris
Marjorie Hodges
David Humphrey
David Irish
Nancy Irish
Joan Jensen
Anita Jones
Judy Kane
Carol Katz
Peggy Keach
Dolores Kehoe
Dick Klain
Beverly Knudsen
Jana Lapoint
Lois Lengyel
Julie MacDonald
Sue Malcolm
Jenny McBrady
Donald McCrann

Barbara Merten
William Merten
Julie Metivier
Betsy Mohr
Julie Motherwell
Richard O'Leary
Joan O'Toole
Patricia Parker
Richard Parker
Greg Payeur
Martha Payson
Joanne Peachwall
Leonora Perry
Joy Piscopo
Robert Povall
Eydie Pryzant
Roger Pushor
Delores Rimkunas
Nonnie Riter
Kathy Roberts
Suzanne Roberts
Donald Russell, Jr.
Lynne Russell-Johnson
Barbara Seelen
Nancy Lee Snow
Susan Soule
Maytha Southard
Carol Stitson
Anne Theriault
Kerry Tietjen
Joanne VanLoenen
Deborah Walker
Elizabeth Watson
Peggy Wood

Warden- Ellen Planer

Ward Clerk- Linda Case

Registrar – Betsy Jo Whitcomb

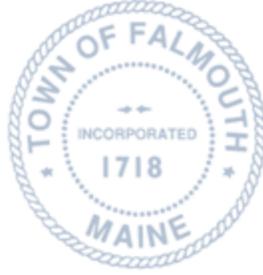
April 28 Agenda Item 2 (d)

Attachments:

[1242014_Order_TaxDueDatesFY2015.pdf / Adobe Acrobat Document](#)

Size: 21K Last Updated: 2014/4/24

Subject:	Order to set FY15 real and personal property tax due dates. ACTION: Council action is anticipated.
Summary:	The order is attached.



TOWN OF FALMOUTH

ORDER NO 124-2014

**TO ESTABLISH TAX COLLECTION DATES, INTEREST RATES
AND PAYMENT APPLICATION METHODS FOR 2014-2015
PROPERTY TAXES**

**BE IT HEREBY ORDERED THIS 28th DAY OF APRIL 2014 BY THE
FALMOUTH TOWN COUNCIL, FALMOUTH, MAINE, IN TOWN COUNCIL
ASSEMBLED:**

To establish the fiscal year 2014-2015 tax due dates as November 6, 2014, and May 7, 2015, for real estate taxes, December 1, 2014, for personal property taxes, and to establish 7.0% as the penalty interest rate, and 3.0% as the interest rate for overpayment of taxes.

Pursuant to Title 36, Section 906, of the Maine Revised Statutes Annotated, the Tax Collector is directed to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill.

Attest: _____

**Ellen Planer
Town Clerk**

April 28 Agenda Item 4

Attachments:

[1252014_Order_Appointments.pdf / Adobe Acrobat Document](#)

Size: 19K Last Updated: 2014/4/24

[Appointment Committee Recommendations04_28_1014.pdf / Adobe Acrobat Document](#)

Size: 358K Last Updated: 2014/4/24

Subject:	Report from the Appointments Committee and order relative to filling various vacancies on Boards and Committees. ACTION: Council action is anticipated
Summary:	A copy of the report and the order are attached.



TOWN OF FALMOUTH

ORDER NO 125-2014

APPOINTMENTS

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014 BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To appoint Paul Burlin to the Conservation Commission.

Attest: _____

**Ellen Planer
Town Clerk**



APPOINTMENT COMMITTEE
(Town Council Sub-committee)

RECOMMENDATION FOR APPOINTMENT

**Appointment
Committee
Members**

Councilor Farber,
Chair

Councilor Mahoney

Councilor Orestis

Paul Burlin – Conservation Commission

April 28 Agenda Item 5

Attachments:

[UtilityInfrastructureAmendment_04_28_14.pdf / Adobe Acrobat Document](#)

Size: 48K Last Updated: 2014/4/28

[UtilityInfrastructureCouncil_IntroLetter.pdf / Adobe Acrobat Document](#)

Size: 70K Last Updated: 2014/4/24

Subject:	<p>Introduction by Councilor Pierce of an amendment to the Zoning and Site Plan Review Ordinance to relax zoning provisions for the replacement of utility infrastructure.</p> <p>A public comment period will not be included with this item.</p> <p>ACTION: Schedule Public Hearing.</p>
Summary:	<p>Complex utility systems are located throughout the Town. Many times, these systems are located on private property and in sensitive resource areas. The restrictions placed on typical property development is not easily applied to the replacement, reconstruction or maintenance of these systems. The intent of this amendment is to exempt infrastructure from certain setbacks but require permitting to assure appropriate resource protection while enabling the practical use of the collections systems. Please find attached an introduction letter and a draft amendment.</p>

TOWN COUNCIL
Town of Falmouth, Maine
April 28, 2014

**An Ordinance Amending the Zoning and Site Plan Review Ordinance
Regarding Utility Infrastructure**

Be it ordained by the Town Council of the Town of Falmouth, Maine in Town Council assembled, that the Falmouth Zoning and Site Plan Review Ordinance be amended as follows.

Section 2 - Definitions

Essential Services: Facilities for the transmission or distribution of water, gas, electricity or communications or for the collection, treatment or disposal of wastes, including, without limitation, towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants and similar accessories but not buildings. Wastewater pump stations are not considered building for purposes of application of this definition. [used expressly for Section 7, Shoreland Zoning]

~~**Public Utilities:** Are facilities for the transmission or distribution of water, gas, electricity, or communication; or for the collection, treatment, or disposal of wastes. This definition shall not include transmission towers or underground utilities. [Adopted, 7/22/91]~~

Structure: Any combination of materials covering more than 10 square feet constructed or erected above or below or upon the surface of the ground or water including a porch or deck. The term structure shall not include:

- a. a boundary wall or fence;
- b. an awning or tent for a specific event (limited to 6 days) for which a town permit has been issued;
- c. an uncovered and unenclosed patio or terrace;
- d. a retractable awning or shade used solely to screen a door or window;
- e. a backyard tent used for sleeping; or
- f. paving of driveways or parking lots, except in the Shoreland Zone.[Adopted 4/27/87]
- g. essential services or any portion thereof which is located underground.

Section 3

Delete the term Public Utilities in the following districts:

3.2 FF, 3.3 RA, 3.4 RB, 3.5 RC, 3.7 BP, 3.8 MUC, and 3.9 VMU

Section 4

Add a new Section 4.8, Setbacks for Wastewater Pump Station to read:

Section 4.8, Setbacks for Wastewater Pump Station. Wastewater pump stations are exempt from structural setbacks in Section 3. However, they shall meet the setbacks to the greatest extent practical.

Section 7 - Amend the Land Use Table as follows:

LAND USES (see note 1) [Amended 5/26/09][05/28/14]	SP	RP	LR	LC
1. Forest management activities except for timber harvesting	yes	yes	yes	yes
2. Timber harvesting	yes	CEO	yes	yes
3. Clearing of vegetation for approved construction and other allowed uses	CEO	CEO	yes	yes
4. Mineral exploration	no	CEO	yes	yes
5. Emergency operations	yes	yes	yes	yes
6. Agriculture	yes	CEO	yes	yes
7. Aquaculture	yes	PB	PB	yes
8. Principal structures and uses: A. One and two family residential B. Multi-unit residential C. Commercial D. Industrial E. Governmental and Institutional F. Small non-residential facilities for educational, scientific, or nature interpretation purposes	BZA no no no no BZA	PB (2) no no no no PB	CEO PB no no PB CEO	CEO PB PB no PB CEO
9. Structures accessory to allowed uses	BZA	PB	CEO	CEO
10. Piers, docks, wharves, bridges, and other structures and uses extending over or below the normal high-water line or within a wetland A. Temporary B. Permanent	PB PB	PB PB	CEO PB	CEO PB
11. Conversions of seasonal residences to year-round residences	CEO	no	CEO	CEO
12. Private sewage disposal systems for allowed uses	CEO	CEO	CEO	CEO
13. Essential services, <u>general including wastewater pump stations</u> <u>a. underground distribution or collection pipes or lines</u>	PB <u>CEO</u>	PB <u>CEO</u>	PB <u>CEO</u>	PB <u>CEO</u>
14. Public and private recreational areas involving minimal structural development	PB	PB	CEO	CEO
15. Individual, private campsites	CEO	CEO	CEO	CEO
16. Campgrounds	no	no	PB	PB
17. Road construction	PB	PB	PB	PB
18. Driveway construction	PB	PB	CEO	CEO
19. Parking facilities	no	no (3)	CEO	CEO
20. Marinas	no	no	PB	PB
21. Public Utilities, including sewage collection and treatment facilities	PB	PB	PB	PB
22. Filling and earthmoving of < 10 cubic yards	CEO	CEO	yes	yes
23. Filling and earthmoving of > 10 cubic yards	PB	PB	PB	PB
24. Uses similar to allowed uses	CEO	CEO	CEO	CEO
25. Uses similar to uses requiring a CEO permit	CEO	CEO	CEO	CEO
26. Uses similar to uses requiring a PB permit	PB	PB	PB	PB

7.29 Essential Services [Adopted 5/26/09][Amended 06/12/14]

- ~~(1)~~ ~~(1)~~ — Where feasible, the installation of essential services shall be limited to existing public ways and existing service corridors.
- ~~(2)~~ Wastewater pump stations shall be exempt from structural setbacks in Section 7.25.
- ~~(1)~~~~(3)~~ _____ The installation of essential services, other than road-side distribution lines and wastewater pump stations, ~~is~~are not allowed in a Resource Protection or Stream Protection District, except to provide services to a permitted use within said district, or except where the applicant demonstrates that no reasonable alternative exists. Where allowed, such structures and facilities shall be located so as to minimize any adverse impacts on surrounding uses and resources, including visual impacts.
- ~~(4)~~ ~~(3)~~ — Damaged or destroyed public utility transmission and distribution lines, towers, culverts, drains, lines, wastewater pump stations and related equipment may be replaced or reconstructed without a permit.



TERESA PIERCE
CHAIR

KAREN FARBER
VICE CHAIR

RUSS ANDERSON

DAVID GOLDBERG

CLAUDIA KING

SEAN MAHONEY

CHRIS ORESTIS

NATHAN A. POORE
TOWN MANAGER

ELLEN PLANER
TOWN CLERK

MELISSA TRYON
RECORDER

April 24, 2014

Ms. Ellen Planer
Town Clerk
Falmouth Town Hall
271 Falmouth Road
Falmouth, ME 04105

Dear Ellen:

I am pleased to introduce, in accordance with Article II, Section 213 of the Town Charter, language relative to proposed amendments to the Zoning and Site Plan Review Ordinance. The purpose of these amendments is to allow some flexibility for the siting and replacement of utility infrastructure.

A summary of the amendment language is attached to this letter.

I hereby request that you place this item on the next available agenda for a public hearing and that you properly post notices and advertise for a public hearing as required by the Charter.

Sincerely yours,

Teresa Pierce
Falmouth Town Councilor

April 28 Agenda Item 6

Attachments:

- [1262014_Order_Appro_TownHall.pdf / Adobe Acrobat Document](#)
- [TH_BidAddendum2.pdf / Adobe Acrobat Document](#)
- [TH_BidAdvertisement.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24
 Size: 815K Last Updated: 2014/4/11
 Size: 21K Last Updated: 2014/3/4

Subject:	<p>Order to approve a supplemental appropriation from Unassigned Fund Balance for maintenance related renovations at the Town Hall.</p> <p style="color: blue;">A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>								
Summary:	<p style="color: red;">*****Update as of April 28, 2014*****</p> <p style="color: red;">Upon further consideration and recommendation from the design consultants, Oak Point, we are recommending the Council appropriate \$350,000 for this project which will include all bid alternates. The two most expensive bid alternates include finishing any remaining mechanical system work and not postponing to a second phase of construction. The total cost including a 10% contingency and 2% construction management fee from Oak Point will still be \$64,000 less than the original budget estimate for this phase of the project.</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">Construction</td> <td style="text-align: right;">\$309,433</td> </tr> <tr> <td>10% Contingency</td> <td style="text-align: right;">\$ 30,943</td> </tr> <tr> <td>Construction Mgt</td> <td style="text-align: right;">\$ 8,290*</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$348,666</td> </tr> </table> <p style="color: red; margin-left: 20px;">* Construction management fee will be 2% of the original project estimate of \$414,500</p> <p>The Town Council authorized a supplemental appropriation on January 13 to finish design and conduct a bid process to solicit construction proposals related to maintenance at the Town Hall. The focus of the project has been on only one phase of building renovation needs including, but not limited to, air quality, work within the crawl space to control moisture, and the HVAC system. Project cost estimates were approximately \$250,000.</p> <p>Final design was completed this winter and the project was advertised to solicit construction bids. Limited interest in the project became a concern for Oak Point and staff which resulted in an extended deadline to submit bids. Bids were received on April 22. Staff and Oak Point will present a review of the bids at the Town Council meeting on April 28. The review may contain a recommendation which is why this matter is scheduled for a supplemental appropriation order.</p> <p>Town staff and Oak Point vendor recommendation memos will be posted on Monday. The advertisement for bids and the second bid addendum are attached.</p>	Construction	\$309,433	10% Contingency	\$ 30,943	Construction Mgt	\$ 8,290*	Total	\$348,666
Construction	\$309,433								
10% Contingency	\$ 30,943								
Construction Mgt	\$ 8,290*								
Total	\$348,666								



TOWN OF FALMOUTH

ORDER NO 126-2014

SUPPLEMENTAL APPROPRIATION

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To approve a supplemental appropriation and transfer in the amount of \$240,000 from Unassigned Fund Balance for maintenance related renovations at the Town Hall.

Attest: _____

**Ellen Planer
Town Clerk**



ADDENDUM NO. 2

Date: April 11, 2014

Project: Crawl Space and Mechanical System Improvements
Falmouth Town Hall
Falmouth, Maine

This addendum is issued prior to receipt of the bids and does hereby become a part of the contract documents, and in case of conflict, it shall supersede original project manual and drawings.

Each bidder shall be responsible for issuing information contained herein to sub-contractors and suppliers to ensure that his/her proposal covers all work required by the contract documents including this addendum.

Each bidder shall acknowledge receipt of this addendum on the proposal form where indicated.

NOTICE

The following shall serve as notice to General Contractors and Subcontractors that the due date listed within Specification Section 001113 "Advertisement for Bids" has been extended as follows:

Bids will be due on **Tuesday, April 22, 2014, at 12:00 PM (noon)**.

GENERAL

The Town is willing to vacate portions of the work area to facilitate construction, within the following parameters:

- a. Access to the stair and elevator shall be maintained at all times.
- b. Staff will relocate not more than once in two phases for not more than 6 weeks at a time. Refer to SK-A1 (attached).
- c. Total disruption shall not exceed 12 weeks duration.

The Town will handle staff relocation (furniture, computers, etc.).

DRAWINGS

Drawing MH101, Crawl Space and First Floor Mechanical Plans, Detail 2:

- a. Install wall mounted programmable thermostat for HVAC-1 in Council Chambers 119, adjacent to the door to Storage 120.
- b. Install wall mounted programmable thermostat for HVAC-6 in General Office 106, adjacent to the door to Office 108.

Drawing MH102, Second Floor and Attic Mechanical Ductwork Plans, Detail 1:

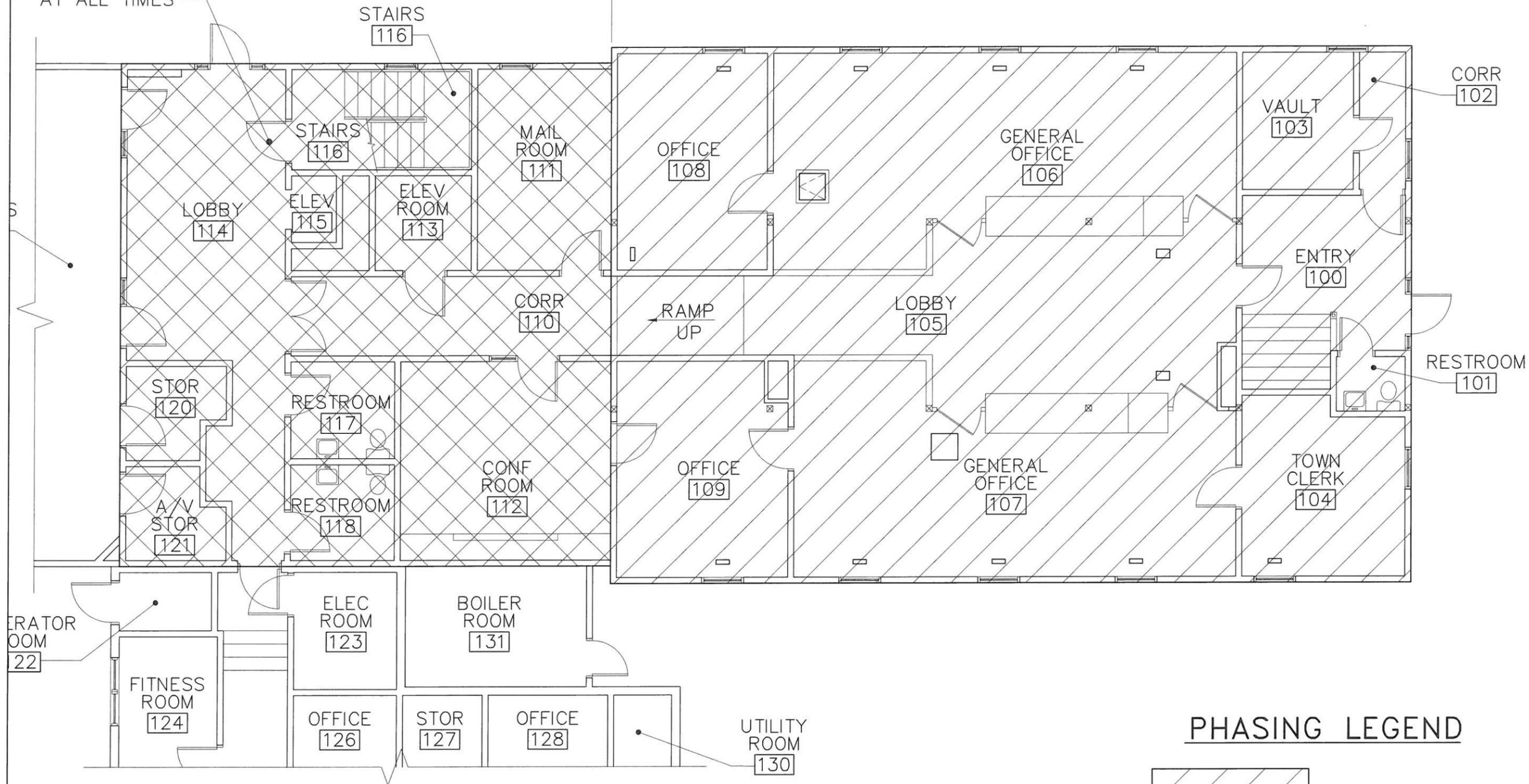
- a. Install wall mounted programmable thermostat for HVAC-2 in Conference Room 220.
- b. Install wall mounted programmable thermostat for HVAC-3 in Secretary 229.
- c. Install wall mounted programmable thermostat for HVAC-4 in Office 207.
- d. Install wall mounted programmable thermostat for HVAC-5 in Office 207.

END OF ADDENDUM No. 2

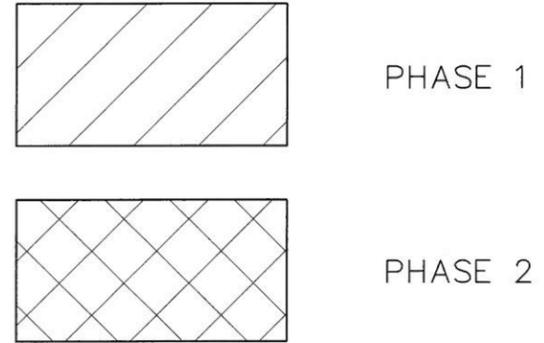
MAINTAIN ACCESS TO
STAIR AND ELEVATOR
AT ALL TIMES

PHASE 2

PHASE 1



PHASING LEGEND



1 PARTIAL FIRST FLOOR PHASING PLAN
SK-A1 SCALE: 1/8"=1'-0"



OAK POINT ASSOCIATES

ARCHITECTURE ■ ENGINEERING ■ PLANNING
231 Main Street, Biddeford, Maine 04005 (T) 207.283.0193 (F) 207.283.4283
www.oakpoint.com

DESIGNED BY: GLH
DRAWN BY: CRR
CHECKED BY: GLH
PROJECT: 21404.02

CRAWL SPACE AND MECHANICAL IMPROVEMENTS
Town of Falmouth Falmouth Town Hall
271 Falmouth Rd. - Falmouth, Maine

PHASING PLAN

SCALE: AS NOTED
DATE: 4-11-2014
REV: **SK-A1**
CLARIFICATION SKETCH

CRAWL SPACE AND MECHANICAL SYSTEM IMPROVEMENTS
FALMOUTH TOWN HALL
FALMOUTH, ME

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- A. Project Identification: Falmouth Town Hall, Crawl Space and Mechanical System Improvements.
 - 1. Project Location: 271 Falmouth Road, Falmouth, Maine.
- B. Owner: Town of Falmouth.
- C. Architect: Oak Point Associates, 231 Main Street, Biddeford, Maine.
- D. Project Description: Project consists of remedial work in the existing crawl space to address water infiltration and mold growth issues. The area is approximately 3,500 SF beneath the wood framed Town Hall. Work space heights vary from approximately 16” to 42”. The base bid scope of work includes removing existing batt and rigid insulation, removing existing abandoned mechanical equipment, providing new insulation with rodent mesh, infilling existing floor openings, installing a new perimeter interior trench drain system, abating and remediating mold-covered structure, installing a ventilation system to serve the first floor, installing a mechanical system to serve the crawl space, and installing snow guards, with all supporting structural, mechanical, electrical, plumbing, and civil associated work. Alternate #1 scope of work includes replacing existing HVAC units 4 and 5, condensing units 4 and 5, and includes all supporting mechanical, electrical, structural, and architectural work. Alternate #2 scope of work includes replacing existing HVAC units 1, 2, and 3; return fans 1, 2, and 3; condensing units 1, 2, and 3, and includes all supporting mechanical, electrical, structural, and architectural work. Alternate #3 scope of work includes removal of the existing mud slabs at a portion of the crawl space and installation of a new mud slab throughout the crawl space. Special work restrictions, including hazardous materials abatement, off hours work, and limited equipment access points, apply.
- E. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: April 2, 2014.
 - 2. Bid Time: 2:00 p.m., local time.
 - 3. Location: Falmouth Town Hall, Town of Falmouth, 271 Falmouth Road, Falmouth, ME 04105, Attn: Town Manager.

CRAWL SPACE AND MECHANICAL SYSTEM IMPROVEMENTS
FALMOUTH TOWN HALL
FALMOUTH, ME

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 30 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

- A. Prebid Meeting: A Prebid meeting for all bidders will be held at Falmouth Town Hall Council Chambers on Tuesday, March 18 at 10:30 a.m., local time. Prospective prime bidders are required to attend.
 - 1. Bidders' Questions: Architect will provide responses to all bidders at Prebid conference to bidders' questions received up to two business days prior to conference.

1.5 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Obtain after March 12, 2014, by contacting Spiller's Reprographics, 224 Gorham Road, Scarborough, ME 04074, 207-883-4725. Documents will be provided to prime bidders only; only complete sets of documents will be issued.
- B. Viewing Procurement and Contracting Documents: Examine after March 12, 2014, at the locations below:
 - 1. Town Manager's Office, Falmouth Town Hall, 271 Falmouth Road, Falmouth, Maine.

1.6 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF DOCUMENT

April 28 Agenda Item 7

Attachments:

[1272014_Order_Appro_QuietZones.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

[Field_Road_Sheet_1b.pdf / Adobe Acrobat Document](#)

Size: 1M Last Updated: 2013/8/15

[Woodville_Road_Sheet_2d.pdf / Adobe Acrobat Document](#)

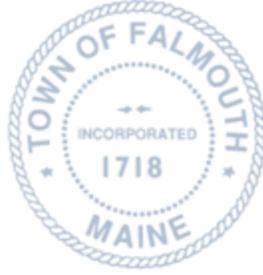
Size: 1.1M Last Updated: 2014/3/17

[QZ_memo_4-22-14.pdf / Adobe Acrobat Document](#)

Size: 333K Last Updated: 2014/4/18

Subject:	<p>Update on proposed railroad crossing upgrades along the Pan Am Railways line to maintain/create a so-called "Quiet Zone" and order to authorize a supplemental appropriation in the amount of \$100,000 to complete the project.</p> <p style="color: blue;">A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>In December 2011, the Council voted 7-0 to approve an order to authorize a supplemental appropriation of \$130,000 from the unassigned fund balance for railroad crossing upgrades.</p> <p>These funds would pay for improvements to four railroad crossings along the Pan Am Railways line in order to maintain/create a so-called "Quiet Zone" (QZ) in Falmouth.</p> <p>In June and October of 2012 and in October of 2013, staff gave the Council updates on the project and the Council affirmed its interest to install the proposed crossing upgrades and make the necessary notifications to the Federal Railroad Administration.</p> <p>Since then, staff has been working on resolving an access issue at the Woodville Road site. The access point has presented a number of design and permitting challenges that were not previously identified.</p> <p>Staff is requesting Council guidance regarding the scope of this project and to consider an order for a supplemental appropriation from unassigned fund balance to cover the additional costs of the project. The project budget will include the following:</p> <ul style="list-style-type: none"> • \$130,000 - Original estimate to perform all work (funded by previous Council Order) • \$70,000 - Additional amount needed to perform all work in the right of way (additional funding necessary by order - see attached) • \$30,000 - Cost to construct a new entrance to private property to accommodate vehicular turning movements that would otherwise be impeded by the construction of a new median/channel (additional funding necessary by order - see attached) <p>Total project cost will be \$230,000 with the need to raise \$100,000 by a supplemental appropriation.</p> <p>Attachments:</p>

- 
- Memo describing the current status of the project.
 - Site plans for two crossings (Field and Woodville Road). The Woodville Road plan identifies the crossing with private property access improvements that will cost \$30,000.



TOWN OF FALMOUTH

ORDER NO 127-2014

SUPPLEMENTAL APPROPRIATION

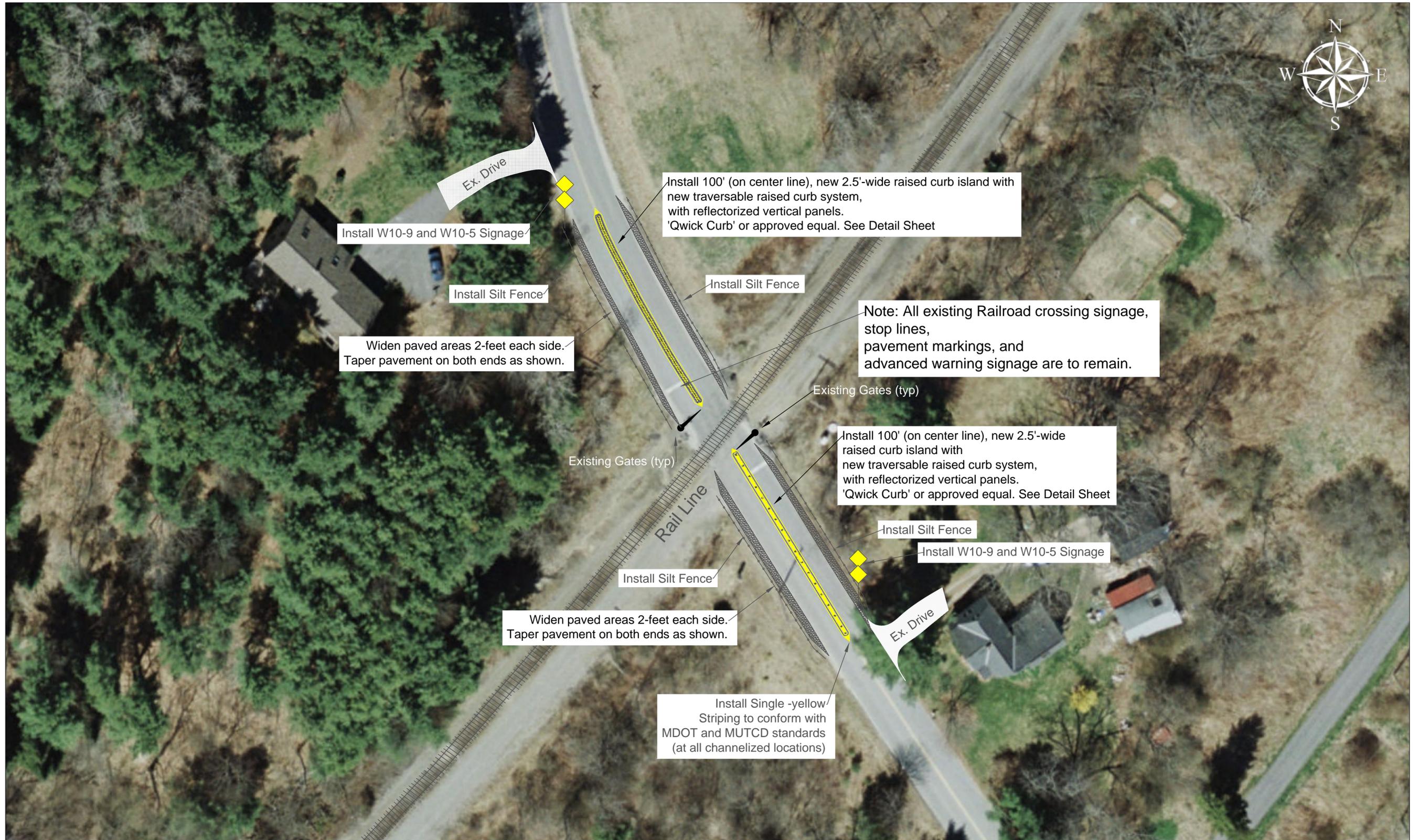
BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To approve a supplemental appropriation and transfer in the amount of \$100,000 from Unassigned Fund Balance to establish new quiet zones and construct railroad crossing channelization at four locations.

Attest: _____

**Ellen Planer
Town Clerk**

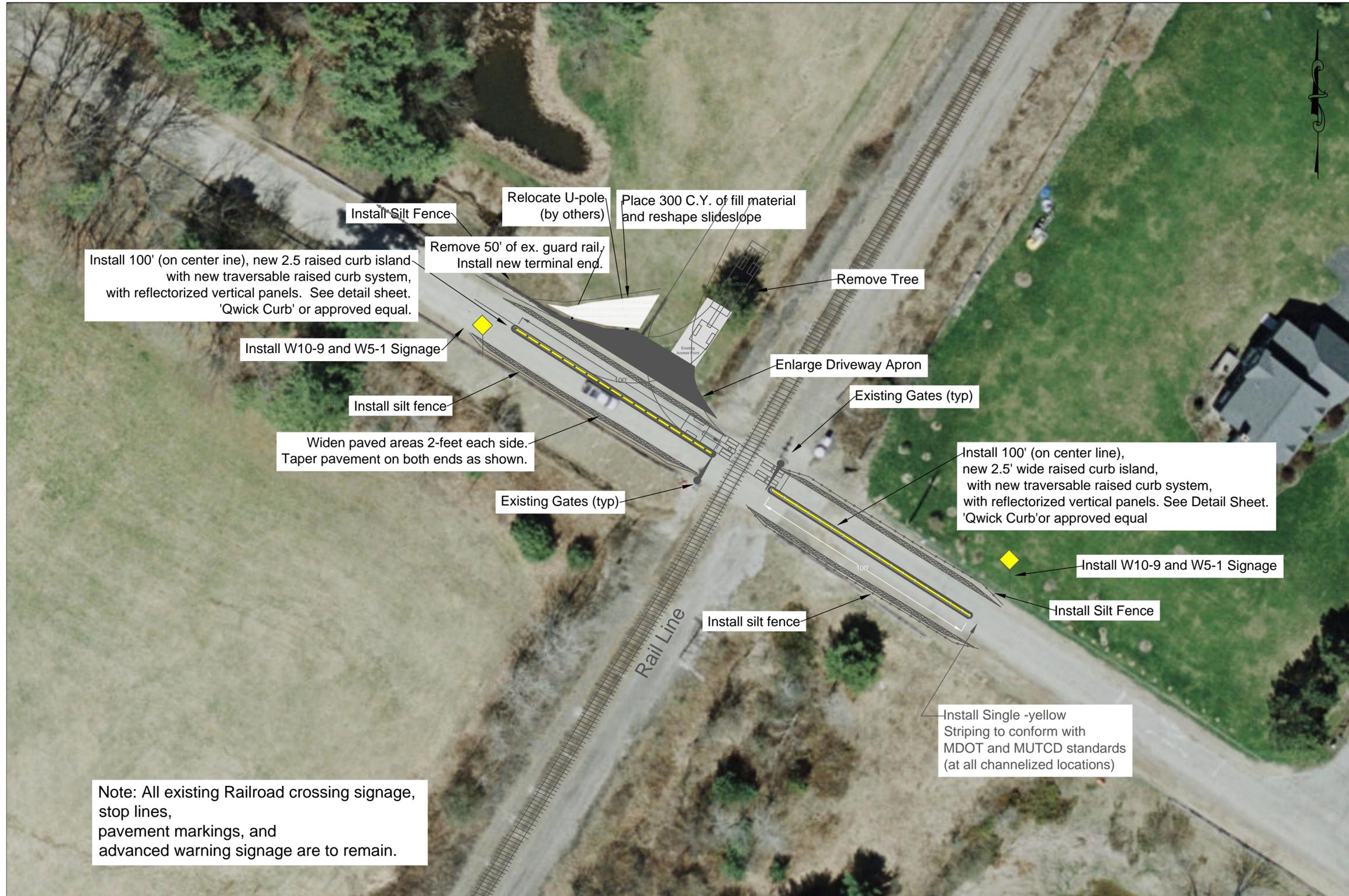
Town of Falmouth - Field Road Railroad Crossing Upgrades



Scale: 1"=30'

**Town of Falmouth - Woodville Road
Railroad Crossing Upgrades**

Option 1: Right turn in, Right turn out, design for 40' Wheelbase



Scale: 1"=30'



MEMORANDUM

To: Nathan Poore, Town Manager

From: Jay Reynolds, Public Works Director
Theo Holtwijk, Director of Long Range Planning

Date: April 22, 2014

Re: **Railroad Crossing Upgrades - Quiet Zone**

The Council received its last formal update on the Quiet Zone project on October 16, 2013.

At that time the Council re-affirmed its desire to create/maintain a Quiet Zone and install channelization improvements at all four crossings on the Pan Am rail line in Falmouth.

Specifically, the Town intended to pursue a "Public Authority Designation" for the establishment of a new quiet zone at the Field and Woodville crossings, and maintain the existing pre-rule quiet zone at Blackstrap and Falmouth crossings as is. Channelization improvements would be made at all for crossings (see example image below).¹



¹ Channelization devices are reboundable vertical panels mounted on a 2.5 feet wide traversable median with 45 degree granite curb intended to prevent drivers from circumventing the crossing gates by switching into oncoming traffic lane and driving around the lowered gates to cross the tracks. This work mandates slight road widenings.

Recent steps completed by Town staff and Town Council:

1. On September 24, 2013, staff filed a “Notice of Intent” to create a Quiet Zone at the Woodville and Field Road crossings with the Federal Railroad Administration (FRA) and other parties. No comments were received in the 60-day comment period.
2. At that time, staff obtained construction bids for the Woodville and Field Road crossings. Attached are the construction drawings. Bids ranged from \$100K to \$156K for the two crossings. Note: A total of \$130K was originally allocated for all four crossings.
3. Construction was targeted for spring 2014. Note: The Blackstrap and Falmouth Road crossings require a separate notification as a Quiet Zone already exists at these locations. Such a notification requires current traffic counts. As Blackstrap Road was being repaved last fall, that crossing was closed to traffic and no counts could be conducted at that time.
4. On October 16, 2013, The Town Council provided the following guidance and direction:
 - a. Reaffirmation of the preference of the channelization design.
 - b. Further evaluate scope, design, and access/property impacts at the Woodville Road crossing.
 - c. Consider phasing the crossings as two separate projects (Woodville/Field, and Falmouth/Blackstrap).

Current status:

1. Around the same time last fall the Town was notified by abutters (Thompson) of the Woodville Road crossing that the proposed channelization affected their existing field access curb-cut in a negative manner.
2. Staff investigated this situation and redesigned the plan for that location. This involved widening the existing apron radii on private property, filling side-slopes on private property, moving a utility pole, and removing guard rail at an additional cost estimated at \$30,000.00. This would allow equipment with a wheelbase of 40-feet to access the site. This work would require a construction easement from the property owner. See attached drawing.
3. Traffic movements in the redesign would be limited to right-turn-in and right-turn-out. For that reason, the redesign has not been supported by property owner. The owner has instead requested a physical break in the proposed channelization to also allow for left turns in and out of the property.
4. Staff’s opinion is that a break in the proposed channelization would make this not a pre-approved “Supplemental Safety Measure” (SSM), but an “Alternative Safety Measure” (ASM). Whereas SSM improvements can be constructed through a notification process, ASM improvements require formal application and approval from the FRA. Staff believes that such an approval to establish a Quiet Zone may be unlikely to obtain as approaching vehicles will be able to more easily circumvent any closed gates.
5. A so-called Quad Gate system at the Woodville would allow for right and left turn movements, but is not recommended due to its high cost (estimated at approximately \$500,000 for one crossing).
6. Last fall the Town received a note from James Ascanio of Birkdale Road regarding the relative safety of the Field and Woodville crossings with channelization improvements versus the safety of horns. Mr. Ascanio stated that “... rail crossings with gates, lights, channelization and NO horns were safer (lower risk of collision to motorists) than the

crossings with gates, lights, horns, and NO channelization. If you look at Theo's QZRI for the Field Rd. and Woodville Rd. QZ using channelization it is about 60% lower than the risk index with horns (3,857 vs. 9,250)." Staff contacted Ron Ries, Staff Director, Crossing Safety & Trespass Prevention Division, Federal Railroad Administration to discuss this statement. Mr. Ries confirmed that the Woodville/Field data indicates that "risk has been reduced" by (approximately) 60% according the Federal Train Horn Rule. In conclusion, Mr. Ascanio's interpretation above appears to be reasonable.

Available Options for the Council:

1. Do not pursue a new quiet zone at the Field and Woodville Road crossings and do not install any channelization. Maintain existing quiet zone at Blackstrap and Falmouth Road crossings in their current configuration without channelization improvements. This would leave all crossings in their current status/condition. Total construction cost is \$0.
2.
 - a. Proceed with SSM improvements for Woodville and Field Road crossings as revised to allow for right turns in and out of the abutting Thompson property. This option would require approval from the property owner to allow construction to occur on private property. Estimated total construction cost of this option for all four crossings, including this modification, is \$230,000.
 - b. Proceed with SSM improvements for Woodville and Field Road crossings as originally designed. This option could be pursued if no property owner approval for option 2.a can be obtained. It would, however, prohibit all turning movements by large equipment into the Thompson property. Estimated total construction cost of this option for all four crossings is \$200,000.
3. Depending on the outcome of Options 1 and 2, staff is requesting that The Council consider an order for a supplemental appropriation from unassigned fund balance to cover the additional costs of the project. The project budget will include the following:

\$130,000 - Original estimate to perform all work (funded by previous Council Order)

\$70,000 - Additional amount needed to perform all work in the right of way (additional funding necessary by order - see attached).

\$30,000 - Cost to construct a new entrance to private property to accommodate vehicular turning movements that would otherwise be impeded by the construction of a new median/channel (additional funding necessary by order - see attached).

Total project cost will be \$230,000 with the need to raise \$100,000 by a supplemental appropriation.

Direction is requested from the Council regarding these options.

April 28 Agenda Item 8

Attachments:

[1282014_Order_FoodPantry.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

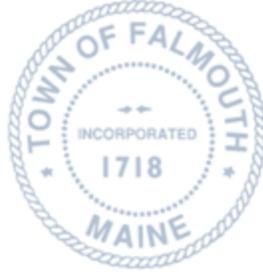
[RecommendedGrantAwards.pdf / Adobe Acrobat Document](#)

Size: 21K Last Updated: 2014/4/16

[2014FalmouthFoodPantryCDBGApplication.pdf / Adobe Acrobat Document](#)

Size: 406K Last Updated: 2014/1/29

Subject:	<p>Order to expend \$50,000 for Food Pantry renovations at Town Hall and to accept, upon Cumberland County Commission approval, a \$39,200 Community Development Block Grant (CDBG) for this project.</p> <p>A public comment period will be included with this item (3 minutes).</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>On November 25, 2013, the Council authorized the application of a Community Development Block Grant (CDBG) to help defray the cost of the Food Pantry portion of Town Hall improvements. Pursuing a CDBG grant requires a minimum 20% match by the Town.</p> <p>An application was completed in partnership with the City of Westbrook. See attached for the complete application. This application has excellent chances to be funded as it ranked 3rd highest of 13 applications by the Application Review Team.</p> <p>On March 27, 2014, the Cumberland County Municipal Oversight Committee (MOC) made a recommendation to approve this grant request to the Cumberland County Commissioners who will make the final decision.</p> <p>Total project cost is estimated to be \$50,000. The work is proposed to be funded by a \$39,200 CDBG-grant and a \$10,800 cash match by the Town of Falmouth.</p> <p>Work is expected to commence after July 1, 2014. The schedule and logistics for this work is still to be determined and may coincide with Phase II renovations in Town Hall.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Town of Falmouth/City of Westbrook CDBG Application for Food Pantry Renovations • Recommended Grant Awards by Municipal Oversight Committee



TOWN OF FALMOUTH

ORDER NO 128-2014

FOOD PANTRY RENOVATIONS

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To expend \$50,000 for Food Pantry renovations at Town Hall and to accept, upon Cumberland County Commission approval, a \$39,200 Community Development Block Grant (CDBG) for this project.

Attest: _____

**Ellen Planer
Town Clerk**

2014 MUNICIPAL OVERSIGHT COMMITTEE RECOMMENDATIONS

Applicants	Project	Category	Overall Rank	Amount Requested	March 13th Initial	March 27th Final	% Initial vs Final
Non-Public Service							
Opportunity Alliance	Heating System Replacement	HS	1	\$175,000	\$175,000	\$171,921	98.24%
Falmouth	Food Pantry Renovations	PF	3	\$40,000	\$40,000	\$39,200	98.00%
Freeport	Energy Audit/Weatherization	HS	7	\$17,880	\$17,880	\$17,700	98.99%
Westbrook	River Recreation Development	PI	8	\$40,000	\$40,000	\$39,200	98.00%
Gorham	Upper Little Falls Sidewalk	PI	9	\$237,280	\$120,000	\$117,500	97.92%
Standish	Main St. Sidewalk & Storm Drainage	PI	11	\$307,000	\$210,120	\$206,000	98.04%
Gray	Monument Square Project	PI	12	\$240,000	\$0	\$0	
Pownal	Mallett Hall Entrance Ramp	PF	13	\$23,128	\$0	\$0	
Sub-Total Non-Public Service General Applications				\$1,080,288	\$603,000	\$591,521	
Public Service							
Cape Elizabeth	Domestic Violence Intervention	PS	2	\$48,000	\$42,877	\$42,123	98.24%
Westbrook	Health Program, Immigrant Women	PS	4	\$53,428	\$48,305	\$47,460	98.25%
Opportunity Alliance	Homelessness Prevention	PS	5	\$43,940	\$38,818	\$38,133	98.24%
Standish	Medicare Education	PS	6	\$35,930	\$0	\$0	
Therapeutic Rec.	Aquatic Rec. For Disabled Adults	PS	10	\$5,000	\$0	\$0	
Sub-Total Public Service Applications				\$186,298	\$130,000	\$127,716	
				Cap Space = \$127,716			
Planning Applications							
Harpwell	EMS Delivery Planning	PL	1	\$3,500	\$3,500	\$3,100	88.57%
Raymond	Manufacturing Incubator Plan	PL	2	\$31,200	\$28,500	\$25,188	88.38%
Gorham	South Gorham Plan	PL	3	\$21,000	\$0	\$0	
Sub-Total Planning Applications				\$55,700	\$32,000	\$28,288	
				Cap Space = \$28,288			
GRAND TOTAL ALL APPLICATIONS				\$1,322,286	\$765,000	\$747,525	

Cumberland County Community Development Program
2014 CDBG General Program Application
Community Cover Page

Project Title Falmouth Food Pantry Renovation

Lead Community Town of Falmouth

Additional Communities City of Westbrook

Contact Information Name Theo Holtwijk, Director of Long-Range Planning

Address 271 Falmouth Road, Falmouth, ME 04105

Email tholtwijk@town.falmouth.me.us Tel 699-5340

Program Category

Public Infrastructure/Facility X Downtown Revitalization _____

Public Service _____ Housing _____ Economic Development _____

CDBG "National Objective"

Low/Moderate Income: Area-Wide _____ Limited Clientele X

Direct Benefit: Presumed Group _____ (Identify Group)

Slum/Blight: Area-Wide _____ Spot Basis _____

Amount of CDBG Funds Requested \$40,000

Total Estimated Project Cost \$50,000

Name of Authorized Official Nathan A. Poore, Town Manager

Signature of Authorized Official 

2014 General Application Questions

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points. Focus your answer on issues such as: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

Imagine a woman named "Gail"... sitting in a wheelchair, outside in the cold, being hungry, waiting for her number (#41) to be called, having to provide sensitive, personal financial information in a public setting, squeezing by narrow doors, cramped hallways, and other people, in order to select critically-needed food from dimly-lit shelves...

Yet, Gail is happy that the Food Pantry is there, its doors are open, and the volunteer staff is smiling... Gail is especially happy because she knows that next year things, thanks to a CDBG grant and Town support, will be a whole lot better!

The proposed project consists of a renovation and expansion of the existing Falmouth Food Pantry space located in Falmouth Town Hall. Current pantry space is 550 sf. The expanded, renovated space will be 880 sf. Improvements will include: creating ADA-compliant access, creating an indoor client sign-in area, waiting area, private counseling area, conducting electrical work, ceiling replacement, carpet replacement to resilient flooring, painting, and installing appliances and furnishings. The Pantry's renovation needs were identified through a CDBG-funded Planning Study conducted by Oak Point Associates, Architects-Engineers in 2013.

When the Falmouth Food Pantry (which has been in existence for 25 years) moved into Town Hall in July 2008, it served just 35 families. Only 5 ½ years later the Pantry fulfills an important sub-regional function as it serves in 2013-14 approximately 300 families (more than 1,000 people) from five (5) Cumberland County communities: Falmouth, Cumberland, Yarmouth, Portland, and Westbrook (a 700+% increase in the number of clients).

The Pantry provides food supplies, household items (i.e. necessities that cannot be purchased with Food Stamps), and some financial assistance to needy people in Falmouth as well as its immediately adjacent communities Portland, Westbrook, and Cumberland (Yarmouth residents also qualify through a grandfather agreement).

All Falmouth Food Pantry's clients are from LMI households (100%). Ninety-six percent (96%) of the Falmouth Food Pantry's clients have incomes that are below the State of Maine Poverty Guidelines. Many of them are new Mainers, recent immigrants attempting to establish their new lives. Others are elderly persons on very limited incomes.

The project will occur in the Falmouth Town Hall building. Amy Lamontagne, Assistant Town Manager of the Town of Falmouth will be in charge of the renovation project.

2. Provide a response to the four questions below defining and justifying the need for the activity. - 20 points

a. Convey the magnitude and severity of the issue to be addressed.

The Falmouth Food Pantry has operated out of Town Hall since July 2008. The Town has donated the use of this space and provided utilities at no cost to the Pantry and has agreed to continue to do so into the foreseeable future. Since 2008, demand for the Pantry's services has grown exponentially (from 35 to 300 families) and the Pantry has requested to occupy urgently-needed, additional space in Town Hall. The Falmouth Food Pantry specific needs include: insufficient and inadequate space for food storage, waiting space, intake space, and counseling space.

A July 2013 comprehensive building assessment for Town Hall – a building that is 100+ years old – was conducted by Oak Point Associates. It indicated facility maintenance needs for that building, including for the Pantry space (that portion of the study was conducted through a CDBG-funded Planning Study). Deficiencies at the Pantry include:

- Non-ADA compliant entrance vestibule space (insufficient clear floor space requirements, insufficient door width clearances, insufficient corridor clearances due to corridor storage shelving).
- No desk space and/or counter for client sign-in and collection of personal information.
- No area for counseling clients in private.
- No locked cabinet for confidential files and employee belongings.
- Insufficient freezer and refrigerator space, but also no room to house additional appliances.
- No indoor waiting space for clients to wait before being serviced as space does not allow for multiple clients at the same time. Currently clients wait outside or in their cars until called in.
- Inappropriate and worn flooring (carpet) that needs to be replaced with resilient flooring.
- Faulty lighting and poor illumination.

This work is estimated by Oak Point to cost approximately \$50K. Concept plans indicate a space increase from 550 sq.ft. to 880 sq.ft. for the Pantry.

b. Identify the total number of people affected by the issue.
Approximately 1,000 people are served by the Falmouth Food Pantry.

- i. Out of the total number of people affected, identify the number of people from low/moderate income households.

All families who come to the Falmouth Food Pantry are asked to fill out the Emergency Food Assistance Program (TEFAP) application. 1,000 people from a total of 1,000 (=100%) are from LMI households. All but twelve (12) of the Pantry's clients have incomes that are below the State of Maine Poverty Guidelines (=96%).

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Hunger and food insecurity are prevalent in the United States. The food sector makes up a significant, but underappreciated part of local and regional economies and well-being. Enhancing the capacity of the Falmouth Food Pantry to deliver its services promotes the economic and social health of the region by:

- building stronger, sustainable, and more self-reliant families and communities, and,
- enhancing economic vitality, public health, ecological sustainability, social equity, and cultural diversity.

This application meets three of the six adopted program priorities of the initial Five-Year Consolidated Plan (2012-2016) for Cumberland County CDBG:

- Access to public services – The application improves access to Food Pantry services,
- Public facilities – The application improves Food Pantry space in Falmouth Town Hall, and
- Understanding & preventing homelessness – The application assists people with their living needs which helps to prevent them from becoming homeless.

- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The Public Facility and Services policy section from the recently-adopted 2013 Falmouth Comprehensive Plan's states that the Town needs to "recognize the age diversity and economic concerns of its population over the next 10 years and provide services on a fair and equitable basis."

The capital improvement strategy chapter of the 2013 Falmouth Comprehensive Plan states that the Town is assessing the need for "upgrades to Town Hall" for which capital investment may be needed. The Town has since completed the July 2013 Oak Point Associates report for Town Hall, which confirmed outlined capital needs for this building.

This project - the renovation of the Falmouth Food Pantry - is a direct result of the community's adopted policies and needs assessments.

3. Provide a response to the three questions concerning management of the proposed activity – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.

The project will be managed by Amy Lamontagne, Assistant Town Manager for the Town of Falmouth through her on-site presence and daily oversight of the general contractor hired by the Town. The Falmouth Town Manager and Director of Long-Range Planning and other Town staff, where needed, will assist with the project.

- b. Explain the experience of the applicant in undertaking projects of similar complexity.

The Town of Falmouth is very accustomed to undertaking building renovation and construction projects. In recent years it completed Town Hall and Fire Station renovations and new construction for its Police Station.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

On November 25, 2013 the Falmouth Town Council unanimously voted to endorse the CDBG Food pantry application. On January 13, 2014 the Council voted to move forward with Phase I maintenance improvements of Town Hall (air quality improvements unrelated to the Pantry space). The Food Pantry Renovations will be Phase II pending the award of 2014 CDBG funding. The Town is committed to maintain the Food Pantry's presence in Town Hall into the foreseeable future. Town staff is currently working on a draft Memorandum of Understanding formalizing the pro-bono lease and utility arrangement between the Falmouth Food Pantry and the Town of Falmouth.

4. Demonstrate that the project is ready to proceed – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.

The Town completed a comprehensive facility assessment of Town Hall by Oak Point Associates in July 2013. The Food Pantry portion of that assessment was funded through a 2012 CDBG Planning Grant. As part of evaluating the Pantry's operational

needs, site visits were made by the project team to the Freeport Food Pantry and Cumberland Food Pantry to better plan for the Food Pantry's work flow and set-up. Cost estimates for the Pantry were prepared by Oak Point. The Council reviewed and authorized the required work for the Pantry. Next step is for the Town to develop a set of construction specifications and engage a general contractor to manage the project.

- Describe any existing and/or potential impediments to project initiation.

The renovation requires coordination with ongoing operations of the Falmouth Food Pantry. This may require the Pantry to operate temporarily from another location, such as the Motz wing of the former Plummer-Motz School. The school is a Town-owned facility.

5. Budget for project. - 5 points

See attached budget form (*Appendix IV*). The distribution of funds between the project elements is based on a detailed cost estimate by Oak Point Associates.

6. Implementation schedule for project: - 5 points

See attached schedule form (*Appendix III*).

7. NON-ECONOMIC DEVELOPMENT

Provide a response to the three questions demonstrating the need for CDBG program funds - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?

CDBG funds are important for the commencement of the project as it will allow the renovation of the Food Pantry to start instead of further delayed. The Pantry ultimate success will be when its critical facility needs are met. Completion of the project will enhance the Pantry's capacity to meet the existing and growing needs of assisting low to moderate income families in Falmouth and region.

- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Yes, additional cash funding for the Food Pantry will be provided by the Town of Falmouth. On November 25 the Falmouth Town Council agreed to provide a minimum 20% match. The Council will be asked in February 2014 to formally approve \$10,000 cash contribution to the project.

- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If no or partial funds are received, the project will need to be delayed to seek funding from other sources. Alternatively, the scope of the project (which is quite modest) may need to be scaled back.

9. **Multi-Jurisdictional Bonus**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

a. **Multi-community applicants must answer two additional questions in a maximum of one page:**

- i. How will low/moderate income residents in each participating community benefit from the project?

The City of Westbrook and the Westbrook Food Pantry are partners with the Town of Falmouth and the Falmouth Food Pantry for this project.

The Westbrook Food Pantry currently serves an average of more than 350 of its neediest low to moderate income families monthly and carries a total of 550-600 registered families. The demand for this service challenges Westbrook's resources on a weekly basis as the Pantry tries to attract food donations, funding donations and volunteers needed to staff the facility.

To support Westbrook, the Falmouth Food Pantry currently provides a service to 50 or more Westbrook families on a monthly basis who are either not being served in Westbrook, or who have needs that exceed the capacity of the Westbrook Food Pantry to serve them. In addition to these 50 families, the Falmouth Food Pantry serves 250 other low-moderate income families from Portland, Falmouth, Cumberland, and Yarmouth.

The collaboration between City of Westbrook and the Town of Falmouth will result in a greater safety net for those individuals and families with the most compelling needs.

This closer collaboration will allow City of Westbrook General Assistance staff to make discreet referrals to the Falmouth Food Pantry for those underserved individuals and families that come to Westbrook's attention.

Both Falmouth and Westbrook's low to moderate income families (and those from the other communities) will benefit by a safe and dignified Food Pantry environment, which treats all clients with respect and high quality service.

- ii. What role will each applicant community play in the project?

The City of Westbrook and the Town of Falmouth, through this collaboration, will do a better job of sharing information and communicating about supply and demand of Food Pantry services with each other.

The City of Westbrook will make discreet referrals to Falmouth on a monthly, or as needed basis, of individuals and families in need.

The Westbrook Food Pantry will consider its ability to meet the need of an occasional Falmouth family not being met due to scheduling limitations in Falmouth.

The Town of Falmouth will manage the renovation project and will continue to provide pro-bono space to the Falmouth Food Pantry.

The Falmouth Food Pantry will continue to provide volunteer services through its five managers and 90 volunteers.

By uniting the two communities in this effort the community safety net for some of our region's most needy residents will be enhanced through a unique cross-border initiative aimed exclusively at low to moderate income families that need our help most.

Falmouth Food Pantry Renovation - Project Implementation Schedule

<u>Activity</u>	Q #1 J - S 2014	Q #2 O - D 2014	Q #3 J - M 2015	Q #4 A - J 2015	Q #5 J - S 2015	Q #6 O - D 2015	Q #7 J - M 2016	Q #8 A - J 2016
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Specification Development	X							
Construction Preparation and Bidding, Contract Award		X						
Temporary Food Pantry Relocation		X						
Start of Construction, Demolition			X					
Architectural and Electrical Construction			X	X				
Furnishings Installation				X				
Food Pantry Move-In					X			
Project Completion					X			

Type of Funding	Match Amount	Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. ¹	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash \$10,000	Town of Falmouth	= 20% of estimated project cash cost	No		On 11/25/2013 the Council unanimously approved to provide a min. 20% match. On 2/24/2014 the Council will be asked to formally approve a \$10K cash contribution to the project
In-Kind/ Donation	Municipal In-Kind & Donation \$1,800	Town of Falmouth	= 60 hours at \$30/hr (3 staff people)	No		Donated time will be tracked
	Other In-Kind & Donation \$300	City of Westbrook	= 10 hours at \$30/hr (2 staff people)	No		Donated time will be tracked
	Other In-Kind & Donation \$1,800	Falmouth Food Pantry	= 120 hours at \$15/hr (6 volunteers)	No		Donated time will be tracked
	Other In-Kind & Donation \$75	Westbrook Food Pantry	= 5 hours at \$15/hr (1 volunteer)	No		Donated time will be tracked
TOTAL MATCH						
	\$13,975 (=28% match)					

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering	0	3,500		
Land Costs	0	0		
Materials/Supplies	17,250	0		
Construction Costs	17,250	0		
Project Management	5,500	500		
Other				
1. Furnishings (incl. industrial freezer, fridge, filing cabinet, furniture)	0	6,000		
2.				
3.				
4.				
Total Costs	40,000	10,000		
<p>Provide the basis for determination of budget amounts: Source = Food Pantry Renovations Estimate prepared by Oak Point Associates, December 3, 2013 (job order number 21304.01)</p>				



TOWN OF FALMOUTH

ORDER NO 63-2014

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

**BE IT HEREBY ORDERED THIS 25th DAY OF NOVEMBER, 2013 BY
THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN
COUNCIL ASSEMBLED:**

To authorize the Town Manager to apply on behalf of the Town for a Community Development Block Grant (CDBG) for Food Pantry renovations at Town Hall.

Attest:



Ellen Planer
Town Clerk

Appendix V: Multi-Community Application Endorsement

CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM

CDBG GENERAL PROGRAM APPLICATION – 2014

Lead Community Applicant: TOWN OF FALMOUTH

Lead Community Authorized Official NATHAN POORE, TOWN MANAGER

Signature of Authorized Official 

Additional Community Applicant: **City of Westbrook**

Additional Community Authorized Official: **Assistant City Administrator William Baker for Mayor Colleen Hilton**

Signature of Authorized Official: 

Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

April 28 Agenda Item 9

Attachments:

[ApplicationScoring_March2014.pdf / Adobe Acrobat Document](#)

Size: 103K Last Updated: 2014/3/17

[Bike_PedApplication_NoPoShortTermProjects_20140205_Complete.pdf / Adobe Acrobat Document](#)

Size: 4.9M Last Updated: 2014/2/5

[PACTS_BikePedFinalReport.pdf / Adobe Acrobat Document](#)

Size: 25M Last Updated: 2014/3/13

Subject:	<p>Receive the final report for the North of Portland Bicycle and Pedestrian Implementation Plan.</p> <p>A public comment period will be included with this item (5 minutes).</p> <p>ACTION: No Council action is anticipated.</p>
Summary:	<p>Since last fall, Falmouth has worked collaboratively with the Towns of Cumberland, Yarmouth, North Yarmouth, and Freeport and consultant StreetPlans to create a PACTS-funded plan for pedestrian and bicycle mobility improvements in this region ("NoPo Plan").</p> <p>On January 27, 2014, the Council endorsed a multi-town construction grant application to PACTS for the (draft) short-term improvements recommended by the NoPo Plan. Staff prepared this application with the other four towns. The application has since received a #1 ranking in its category by PACTS staff out of 11 applications. See attached application and scoring sheet.</p> <p>The North of Portland Bicycle Pedestrian Implementation Plan has now been finalized (see attached plan). The recommendations in the plan are conceptual in nature and do not bind the Town in any manner.</p> <p>The Town received valuable local assistance with this project from Dr. Pat Connolly, Debra Coyman, Kathy Hillman-Reed, Theo Holtwijk, Lt. John Kilbride, Nathan Poore, Ann Reis, Jay Reynolds, and Bob Shafto, as well as a number of Falmouth residents who came to public meetings and participated in surveys.</p> <p>Town staff recommends the following next steps:</p> <ul style="list-style-type: none"> • distribute final NoPo Plan to all project participants and post on Town website, • continue informal collaboration with Cumberland, Yarmouth, North Yarmouth, and Freeport on bicycle and pedestrian issues, • track 5-town PACTS-grant request for short-term bicycle improvements (see above), • continue participation in current PACTS-funded Bicycle Wayfinding Study for area North of Portland, • convene the ad hoc Falmouth Stakeholder Group to formally conclude the NoPo Plan effort, and • in late 2014, develop a proposed scope of work for a Falmouth-specific update of its 2003 Bicycle/Pedestrian Plan and 2002 Trails Plan to be prepared in 2015. <p>(This item follows the Council's 2013 Work Plan priority 1.D. The work is expected to be partially funded through a previous</p>

PACTS grant. Staff will bring a proposed scope of work back to the Council for review.)

Attachments:

- Final NoPo Plan
- 5-Town PACTS Grant Application for Short-Term Improvements
- PACTS Scoring of Bicycle-Pedestrian Applications

Bike-Ped Proposals Scoring - March 5, 2014

TABLE 5

Municipality	Project Name	Scope and Location	Preliminary Rank	79*	1*	1*	1*	1*	3*	up to 5*	up to 5*	Users and Benefits				Destination Tomorrow					Proposed Cost Estimate	%110 Cost Estimate
												Relates to Transp Network/Public Transp	Closes Gaps in Existing Infrastructure	Improves Safety	Public-Private Partnership	Multi-Municipality	Users (type, number)	Neighborhood Benefit	Regional Benefits	Cost Effectiveness		
**Five Towns	NoPo bike-ped improvements	Multiple locations	1	54.3	1.0	1.0	1.0	1.0	2.2	0.0	5.0	2.5	2.3	2.7	2.7	7.3	14.3	3.3	5.2	2.8	\$103,600	\$113,960
**Scarborough/South Portland	Eastern Trail extension (.8 m)	4,437' Eastern Trail extension	2	53.0	1.0	1.0	1.0	1.0	2.2	0.0	2.0	2.5	2.2	2.8	2.0	6.7	15.0	4.3	6.0	3.3	\$341,725	\$375,898
**South Portland	Multi-Use Path Billy Vachon to Broadway	Multi-Use Path Connecting to GreenBelt/Eastern Trail	3	52.7	1.0	1.0	1.0	1.0	2.7	0.0	0.0	2.7	2.5	2.7	1.8	6.0	15.0	4.7	7.7	3.0	\$543,000	\$597,300
**Portland	Martin's Point Multi-Use Path/ East Coast Greenway, Phase 1	Multi-Use Path - Martin's Pt. Bridge to Kensington St. in E. Deering Phase 1	4	51.7	1.0	1.0	1.0	1.0	2.8	0.0	0.0	2.5	2.0	2.8	1.5	6.3	16.0	3.7	6.7	3.3	\$800,000	\$880,000
**Portland	York St. Sidewalk and pedestrian signals	Fill sidewalk gap	5	49.2	1.0	1.0	1.0	1.0	2.3	0.0	0.0	2.2	2.2	2.2	1.7	6.0	15.0	4.7	6.0	3.0	\$110,248	\$121,273
Portland	W. Commercial Trail Phase 1	Segments 3 & 4 - ~1,600' Multi-Use Path	6	45.8	1.0	1.0	1.0	1.0	2.5	0.0	0.0	2.2	1.8	2.3	2.0	5.7	13.3	3.7	5.3	3.0	\$275,000	\$302,500
Biddeford	Elm St. Rt. 1 sidewalk connection	Rt. 1/Elm St. from Beaudoin St. north to Five Points	7	42.3	1.0	1.0	1.0	1.0	2.3	0.0	0.0	1.8	1.8	1.2	1.7	3.5	13.8	4.5	5.3	2.3	\$242,760	\$267,036
Saco	Saco Neighborhood Connector Trail	4,100' trail	8	39.0	1.0	0.0	1.0	1.0	1.8	0.0	0.0	2.0	1.5	1.5	1.0	3.3	12.7	3.8	5.3	3.0	\$554,046	\$609,451
Old Orchard Beach	Safety crossings at multiple locations	Multiple locations	9	33.0	1.0	1.0	1.0	0.0	1.8	0.0	0.0	1.8	2.0	1.2	2.3	2.7	9.7	3.0	3.3	2.2	\$74,520	\$81,972
Old Orchard Beach	Bike routes in OOB (signs /stenciling)	Signs/stencil on routes to/from East Coast Greenway/Eastern Trail	10	32.7	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.7	1.2	1.2	1.8	2.5	9.3	2.8	5.0	2.2	\$30,000	\$33,000
Old Orchard Beach	Sidewalks to schools Phase 3	1200' sidewalk link - Safe Routes to School	11	30.0	1.0	0.0	1.0	1.0	1.8	0.0	0.0	1.5	1.8	0.2	1.3	1.8	9.3	1.3	5.5	2.3	\$120,560	\$132,616
*Maximum score for this factor																				Totals	\$3,195,459	\$3,515,005
**Staff recommends for E.P.S.																				Funding Available		\$820,000

Bicycle and Pedestrian Scores:

PACTS Bicycle and Pedestrian Improvement Proposals 2016/2017/2018 Application Form

PACTS Staff and members of both the PACTS Planning Committee and Technical Committee will use the information provided in this form to score and rank proposals for Bicycle and Pedestrian projects.



Examples of eligible **Bicycle and Pedestrian** projects are:

- Sidewalks;
- Crossing Improvements;
- Off-road paths;
 - Bicycle specific
 - Pedestrian specific
 - Shared/multi use
- On road bicycle lanes, Shared Lane Markings, bike specific intersection improvements, etc.
- Streetscape improvements;
- And any eligible purpose under the FHWA's Transportation Alternative program administered by PACTS and/or by the MaineDOT, aka, Quality Communities Program.
FMI: <http://www.maine.gov/mdot/bikeped/community/funding.shtml#2>

General Requirements for Proposals:

General Requirements for Proposals:

1. Proposals must be received by PACTS by **4:00 p.m. on February 7, 2014**. Three (3) hard copies and an electronic submittal are required. Email, thumb drive or disc. Please submit to ceppich@gpcog.org and pniehoff@gpcog.org. Attach supplementary information as needed.
2. Proposals must be based on a thorough analysis and include a detailed purpose and need statement, scope of work, and cost estimate.
3. Pedestrian signal proposals must be supported by a MaineDOT approved warrant analysis if applicable. MaineDOT support documents **must** be submitted with this application.
4. Must demonstrate consistency with *Destination Tomorrow* with consideration of the *2009 PACTS Regional Bicycle and Pedestrian Plan Update and the PACTS Regional Bicycle and Pedestrian Design Guidance* and not conflict with a municipality's comprehensive plan or other policy document.

All questions must be completed – Please use not applicable (N/A) or no, as appropriate and reason why you believe the question is not applicable.

Please contact Paul Niehoff or Carl Eppich with any questions you may have as you prepare your proposal. (207) 774-9891.

Section 1: Proposal and Supporting Information:

PART I – PACTS MEMBER INFORMATION

- 1. Applicant Organization: The Towns of Cumberland, Falmouth, Freeport, North Yarmouth, and Yarmouth**
- 2. Contact person: Theo Holtwijk, Director of Long Range Planning, Town of Falmouth, 699-5340, tholtwijk@town.falmouth.me.us**
- 3. Municipal endorsement:**
Endorsee: Multiple – see attached
Date of Endorsement: Multiple – see attached

PART II – GENERAL PROJECT INFORMATION

- 4. Project Title: North of Portland Bicycle-Pedestrian Improvements**
- 5. Location: Multiple projects and locations: Cumberland (Tuttle Road), Falmouth (Route 1/Johnson Road, Bucknam/Falmouth/Middle Road), Freeport (Main Street, Mallet Drive), North Yarmouth (Walnut Hill Road), and Yarmouth (Main Street).**

(Street name and/or Route number or description of location if project is off-road)

- 6. Relevant Study or Plan – Please attach relevant excerpt description.**

PART III – OVERALL PROJECT DESCRIPTION

Please attach a **scope of work** and **cost estimate** including as much detail as possible for PACTS staff to (1) determine the project’s consistency with *Destination Tomorrow*, and (2) determine the project’s consistency with relevant town specific or regionally significant bike/pedestrian plans such as the **2009 PACTS Regional Bicycle and Pedestrian Plan Update**.

Please type your answers in the document below at the “A.”

7. Purpose and Need Statement

The purpose and need statement must address the critical deficiencies that the project will address or correct. See the TIP Policies and Procedures document FMI. The statement must be in sufficient detail so that PACTS staff can use it to determine the project’s merits. (Attach supplemental information if needed.)

A: This project seeks to implement Short Term Recommendations outlined in the PACTS-funded “2014 Portland Area North Bicycle & Pedestrian Implementation Plan” (“NoPo Plan”). As the NoPo Plan states, it aims to “facilitate increased collaboration to position bicycling and walking as not just outlets for recreation, but also viable forms of local and regional transportation.” Almost all of the short term recommendations listed in NoPo Plan are included in this application. The remaining short term projects are either not in the PACTS funding area and/or will be realized utilizing other funding sources.

8. Proposed Scope of Work

The proposed scope of work must be in sufficient detail for PACTS staff and the MaineDOT to verify the planning-level cost estimate which accompanies the application. Sketches of both existing and proposed conditions (including roadway geometry, if relevant) must be included with this submittal. (Attach supplemental information if needed.)

A: The NoPo Plan states: “While bicycle and pedestrian accommodations – trails, sidewalks, crosswalks, wide paved shoulders, shared use lane markings (“sharrows”) and bicycle lanes – are currently found throughout the north of Portland area, there are very few linkages between them. These recommendations are intended to build momentum, facilitate sub-regional municipal collaboration, and to use small-scale and relatively inexpensive roadway and policy improvements to enhance connectivity locally and regionally. That being said, these recommendations are by no means comprehensive; they are what emerged as key priority projects from the North of Portland Area Bicycle and Pedestrian Plan process.”

The scope of the proposed work includes a variety of short term improvements in multiple locations and is directly derived from the NoPo Plan. Eight separate projects in each of the five communities have been identified. Proposed improvements include: **Bicycle Signal Detection systems, Bicycle Parking Facilities, Shared Use Lane Markings, Crosswalk with flashing lights, Shared Use Lane Markings, and Bicycle Route Signing.** See attached project descriptions, locations, and cost estimates. Excerpts from the draft NoPo Plan have also been provided as well as support statements from each of the municipalities and NoPo Steering Committee.

PART IV – PLANNING

9. Is the project within a municipally designated growth area?

A: All improvements will be installed in the designated growth areas of each community.

10. Describe how this project is (or is not) part of the PACTS Regional Bicycle and Pedestrian Plan Update (2009) and/or an approved or pending transportation study.

A: This project is a direct result from the 2014 **Portland Area North Bicycle & Pedestrian Implementation Plan** developed by Mike Lydon of StreetPlans. That effort was the highest ranked PACTS-funded Planning Application in 2013. A draft of this Plan was produced in January 2014, has been reviewed by the Steering Committee, and is in process of being finalized by the consultant. The purpose of that plan was to develop prioritized recommendations for connections of the bicycle-pedestrian network north of Portland. The NoPo Plan flows directly from the 2009 PACTS Regional Bicycle and Pedestrian Plan.

11. Describe how the project relates to the existing transportation system (including the roadway and public transportation networks.)

A: This project is an integral element of the existing transportation system as improvements are proposed to be made exclusively to the existing road, bicycle and sidewalk network.

12. Describe how the project closes any gaps in the existing infrastructure (if applicable)

A: **The project seeks to implement prioritized short-term recommendations for connections of the bicycle-pedestrian network north of Portland. While the proposed short-term recommendations of the NoPo Plan do not close any large physical gaps per se, the long-term recommendations of that plan are focused on that need. These current, modest improvements are intended to help build momentum to implement the more ambitious and costly long-term improvements and foster increased collaboration between the five municipalities.**

13. Describe any relevant safety or enhancement improvements to the existing transportation network as a result of this project.

A: This project's central focus is on safety enhancements for pedestrians and bicyclists. It aims to minimize bicycle-automobile and pedestrian-automobile conflicts at specific intersections and roads in a sub-regional, prioritized manner.

14. Is the proposed project part of a public-private partnership or multi-municipal initiative?

A: The project is a multi-town initiative between the Towns of Falmouth, Cumberland, Yarmouth, North Yarmouth, and Freeport.

PART V – USERS AND BENEFITS

15. What user groups are anticipated to benefit from the proposed project and in what way (bicyclists, pedestrians, commuting, recreation, transit connections, school or after school activity locations, etc.)

A: This project will benefit commuting, recreational, and young bicyclists and pedestrians of all ages, including school-age children.

16. Is there a neighborhood benefit and what, if any, adjacent municipalities will benefit from the project and explain the reasons why.

A: Each of the improvements will have a neighborhood benefit. Adjacent communities will benefit as these are improvements to the sub-regional network.

17. Describe any expected regional benefits that will result from this project.

A: The benefits are primarily to the sub-region north of Portland, but some of the improvements will enhance the East Coast Greenway experience which has a national aspect to it.

PART VI– Costs and Maintenance

18. What is the estimated cost to complete this project? (Attach detail cost estimate)

A: \$103,600 (see attached project descriptions and cost estimates)

19. What, if any, additional improvements and associated costs are expected as part of the proposed project? (I.e. drainage, right-of-way, removal of existing landscaping, environmental impacts, etc.)

A: \$0.00

20. What entity (municipal, trail group, etc) will maintain this project and what are the anticipated costs to maintain both seasonally and long term this project after construction is complete?

A: The five participating municipalities will be responsible to maintain the improvements. Maintenance costs are estimated to be approximately \$5,000/year for all improvements combined. This includes software maintenance, light replacement, painting, replacement, and repairs, as needed.

Section 2: Destination Tomorrow Regional Long Range Plan Consistency:

PACTS staff and both the Planning Committee and the Technical Committee will use the information provided here for the *Destination Tomorrow* scoring. The scoring process will be as follows:

- PACTS staff reviews and score the proposals.
- PACTS staff send the scores to the Planning and Technical Committees.
- The Committees review the staff's scores and jointly make recommendations to the Executive Committee for consideration for Enhanced Project Scoping (EPS).

The questions and paragraphs below are from *Destination Tomorrow's* **5 Policies**:
Please type your answers in the document below at the "A:"

1. Relevant Policy, Policy 1: Regional Focus – Prioritize a regional approach to transportation and land use planning and decision making founded on effective communication and management of regional resources in agreement with our other policies.

Question: How is the project important to the region? Please list regional benefits of the project.

A: The primary purpose of this project is to improve bicycle-pedestrian connectivity in the sub-region north of Portland. The ultimate benefit will be that more people will be encouraged to use this mode of transportation to travel through the region, as well as connect to transit, rather than use the automobile.

2. Relevant Policy, Policy 2: Maintaining and Transforming the Transportation System – Maintain and improve Mobility, Safety, and Accessibility of existing infrastructure while improving and completing infrastructure and services to accommodate non-motorized vehicular modes in the appropriate places.

Question: How would the project maintain, improve the existing transportation system? Please list infrastructure improvements and services the project proposes to accommodate all transportation modes.

A: The improvements include Bicycle Signal Detection Systems, Bicycle Parking Facilities, Shared Use Lane Markings, Crosswalk with flashing lights, Shared Use Lane Markings, and Bicycle Route Signing. See attached project descriptions.

3. Relevant Policy, Policy 3: Economic Development Enhance regional prosperity through support for the economic vitality of existing business and for economic development opportunities that are efficiently located based on the availability of transportation in mixed use and compactly developed areas.

Question: How would the project enhance existing business, employment and economic development opportunities? Please list benefits to businesses and how the project furthers development opportunities with a mix of uses and connects jobs and housing by walking, biking or transit.

A: The improvements seek to promote bicycling and walking in the sub-region. Businesses will benefit as bicycle parking facilities, for example, will be placed in public locations where business activity is already concentrated. Improving the network will encourage more users to ride or walk to their employment and/or to business services.

4. Relevant Policy, Policy 4: Transportation-Land Use Connection Strengthen the connection between land use, transportation and community livability in the planning process

Question: How would the project improve the transportation-land-use connection? Please list benefits to transportation choice (density), accessibility in terms of ease of travel between points (distance), variety of compatible uses and services made available (diversity); and overall design. Design can include geometry, interconnections, access management, streetscape, and preservation of community character.

A: Community livability will be strengthened through the promotion of alternative modes of transportation (walking, bicycling). The ease of travel between points and the design of streetscape will be enhanced and made safer.

5. Relevant Policy, Policy 5: Environmental Quality and Energy Conservation – Protect and improve the human and natural environments including natural and cultural resources, air and water quality, and prepare and be proactive for the *most likely* impacts of climate change. Make transportation improvements that use more energy efficient transportation options, low and non-polluting modes such as transit, and/or reduce harmful pollutants associated with transportation.

Question: How does the proposed project promote the use of energy efficient transportation and improve the human and natural environment? Please list benefits in terms of energy use, energy savings; and benefits to natural resources such as air, water, and land; and cultural benefits such as places preserved.

A: Walking and pedestrian improvements are the most energy-efficient improvements that can be made to the transportation system and natural resources. While they may not serve all of a person's transportation needs, they can take care of a good portion of them, while having the least environmental impact.

Town	Location	Project	Cost Estimate	In PACTS funding area?	Plan Reference	Municipal Support?	Include in PACTS 2014 application?	25% local match is required from each town for improvements within its borders
RECOMMENDED IN NOPO PLAN, AND INCLUDED IN PACTS GRANT APPLICATION								
FALMOUTH	Route 1 and Johnson Road	Bicycle Signal Detection	\$ 25,000	yes	NoPo Short Term	27-Jan	yes	Falmouth = \$15,000
FALMOUTH	Falmouth, Bucknam, Middle	Bicycle Signal Detection	\$ 25,000	yes	NoPo Short Term	27-Jan	yes	
FALMOUTH	Falmouth Town Center	Bicycle Parking	\$ 10,000	yes	NoPo Short Term	27-Jan	yes	
FREEPORT	Main Street	Shared Use Lane Markings	\$ 400	yes	NoPo Short Term	21-Jan	yes	Freeport = \$5,600
FREEPORT	Main Street	Bicycle Parking	\$ 10,000	yes	NoPo Short Term	21-Jan	yes	
FREEPORT	Mallett Drive	Crosswalk with flashing lights	\$ 12,000	yes	NoPo Short Term	21-Jan	yes	
NORTH YARMOUTH	Two locations	Bicycle Parking	\$ 4,000	partially	NoPo Short Term	4-Feb	yes	North Yarmouth = \$1,000
YARMOUTH	Main Street	Shared Use Lane Markings	\$ 600	yes	NoPo Short Term	16-Jan	yes	
YARMOUTH	Main Street	Bicycle Route Signing	\$ 600	yes	NoPo Short Term	16-Jan	yes	Yarmouth = \$3,800
YARMOUTH	Main Street	Bicycle Parking	\$ 10,000	yes	NoPo Short Term	16-Jan	yes	
CUMBERLAND	Town Center	Bicycle Parking	\$ 6,000	yes	NoPo Short Term	1-Feb	yes	Cumberland = \$1,500
TOTAL PROJECT COST =			\$ 103,600		GRANT REQUEST =	\$76,700		MUNICIPAL MATCH = \$26,900

DESCRIPTION OF PROPOSED SHORT TERM NOPO PROJECTS

February 5, 2014

Project 1: Falmouth - Route One /Johnson Road Intersection - Bicycle Signal Detection/Counting System

Route 88, Route 1, and Middle Road are well-used cycling corridors and Johnson Road is used frequently to move between the two. Currently, the traffic signal does not change if a cyclist is stopped on either of the Johnson Road approaches, causing hazardous crossing conditions for cyclists. The traffic signal cabinet is from 2003. It is recommended that either in-pavement bicycle detection be implemented on both the east and westbound intersections of Johnson Road and Route 1, or, alternatively, a video camera system on all approaches be installed. This location has recently been reviewed by Michael Stewart, Sales Representative with Highway Tech Signal Equipment Sales, Inc. A "TrafiSense" thermal video camera is being considered as it is able to detect, count and differentiate between cars, motorcycles and bicycles in all weather and light conditions. See: <http://www.flir.com/cvs/americas/en/traffic/view/?id=62071> Mast arms exist at this location which allows for relatively easy camera installation. It is also recommended to connect such a system into the Route One signal upgrades that are planned for 2014. This can be done via broadband radios and would allow coordination as well as remote viewing of the video detection and downloading of the data.

Estimated cost: \$25,000

Project 2: Falmouth - Falmouth, Middle, and Bucknam Road Intersection - Bicycle Signal Detection/Counting System

The convergence of Falmouth, Middle, and Bucknam Road is one where several key bicycle routes come together. Currently, the light does not change when a cyclist approaches any traffic signal. It is recommended that either in-pavement bicycle detection be implemented, or, alternatively, a video camera system on all approaches be installed. See the description above for a consideration of options. Note: In case the Town of Falmouth is awarded intersection improvement funds for a roundabout at this location (a separate application), this improvement will be withdrawn.

Estimated cost: \$25,000

Project 3: Falmouth Route One - Bicycle Parking Facilities

The Route One area is Falmouth's commercial center. The Town is embarking on a \$12M investment in this corridor in 2014, which will include bicycle and pedestrian improvements. As this area redevelops and becomes more walkable and bikeable, it is recommended that high-quality bicycle racks be implemented. This will create a highly visible, low cost amenity that encourages people to bicycle to the corridor. It is

recommended that the bicycle racks be high-quality (could be “inverted U” racks or some other suitable design) and placed as close or closer to the destinations they serve than the nearest motor vehicle parking space.

Estimated cost: \$10,000 (5 racks at \$2,000/each incl. installation)

Project 4: Freeport – Main Street – Shared Use Lane Markings + Bicycle Parking Facilities

Freeport’s Main Street has millions of visitors each year. The addition of shared use lane markings and bicycle parking will quickly and inexpensively improve conditions for cycling in the downtown area. Indeed, Main Street’s wide sidewalks will provide space for a number of bicycle racks. As in Yarmouth and Falmouth, the proposed bicycle racks could be a version of the “inverted U” racks or other custom made bike rack that provides bicycle parking at a unique and artistic bike rack that reflects the character of Freeport. The Town’s 2014 Active Living Plan suggests some specific rack locations.

Estimated cost: \$10,400 (5 racks at \$2,000/each incl. installation + 20 symbols at \$20/each)

Project 5: Freeport - Mallett Drive - Crosswalk with Flashing Lights

The cross walk at this location is a key link between downtown/Route One and the Route 136/125 corridors. It will provide an enhanced and needed crossing for students from a nearby school. As this location is near on-ramp/off-ramp for I-295, restriping lane widths and adding bicycle lanes will help to lower traffic speeds. Note: That aspect of this location is not included in this grant application.

Estimated cost: \$12,000

Project 6: North Yarmouth – Walnut Hill Road – Bicycle Parking Facilities

Two popular business locations along Walnut Hill Road would benefit from the nearby installation of Bicycle Parking Facilities: Toots Ice Cream and Stone’s Café & Bakery. As in the other locations, the proposed bicycle racks could be a version of the “inverted U” racks or some other suitable design.

Estimated cost: \$4,000 (2 racks at \$2,000/each incl. installation)

Project 7: Yarmouth - Shared Use Lane Markings + Bicycle Parking Facilities + Bike Route Signing

The NoPo Plan recommends a focus on improving Main Street to include Shared Use Lane Markings (like those used on East and West Elm Street) and highly visible, high-quality bicycle parking for businesses and institutions. The Bike Route markings will be highly visible and connect the schools, businesses, library, town hall, and link to the Beth

Condon Trail running alongside Route 1. As in the other locations, the proposed bicycle racks could be a version of the “inverted U” racks or another suitable design.

Estimated cost: \$11,200 (5 racks at \$2,000/each incl. installation + 30 Shared Use symbols at \$20/each + 10 bike route signs at \$60/each)

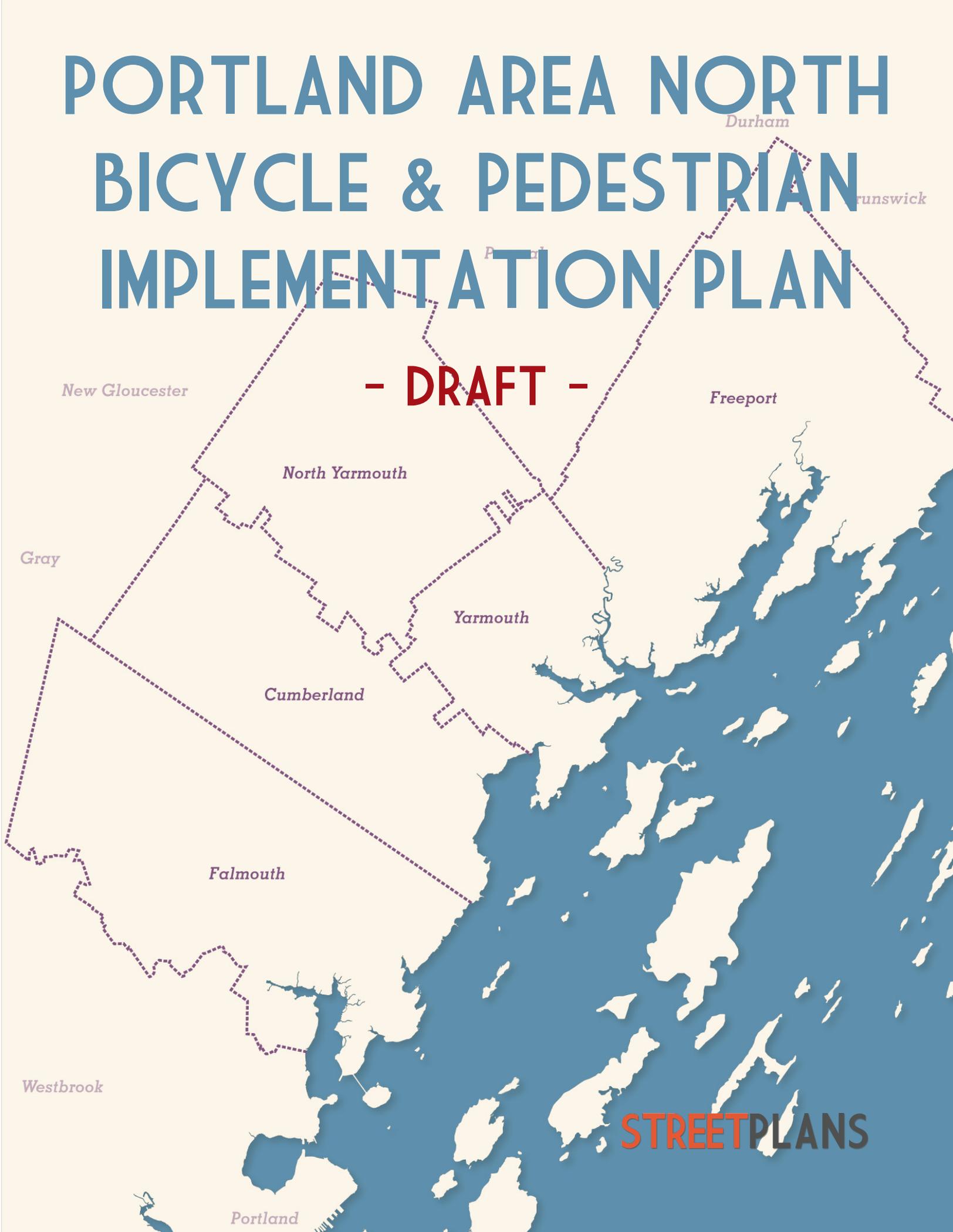
Project 8: Cumberland – Tuttle Road - Bicycle Parking Facilities

Cumberland’s Village Center has been developing in recent years. Two new coffee shops and cafes opened in that location within the past two years. Bicycle racks would be a welcome addition that will allow increased business activity. As in the other locations, the proposed bicycle racks could be a version of the “inverted U” racks or another suitable design.

Estimated cost: \$6,000 (3 racks at \$2,000/each incl. installation)

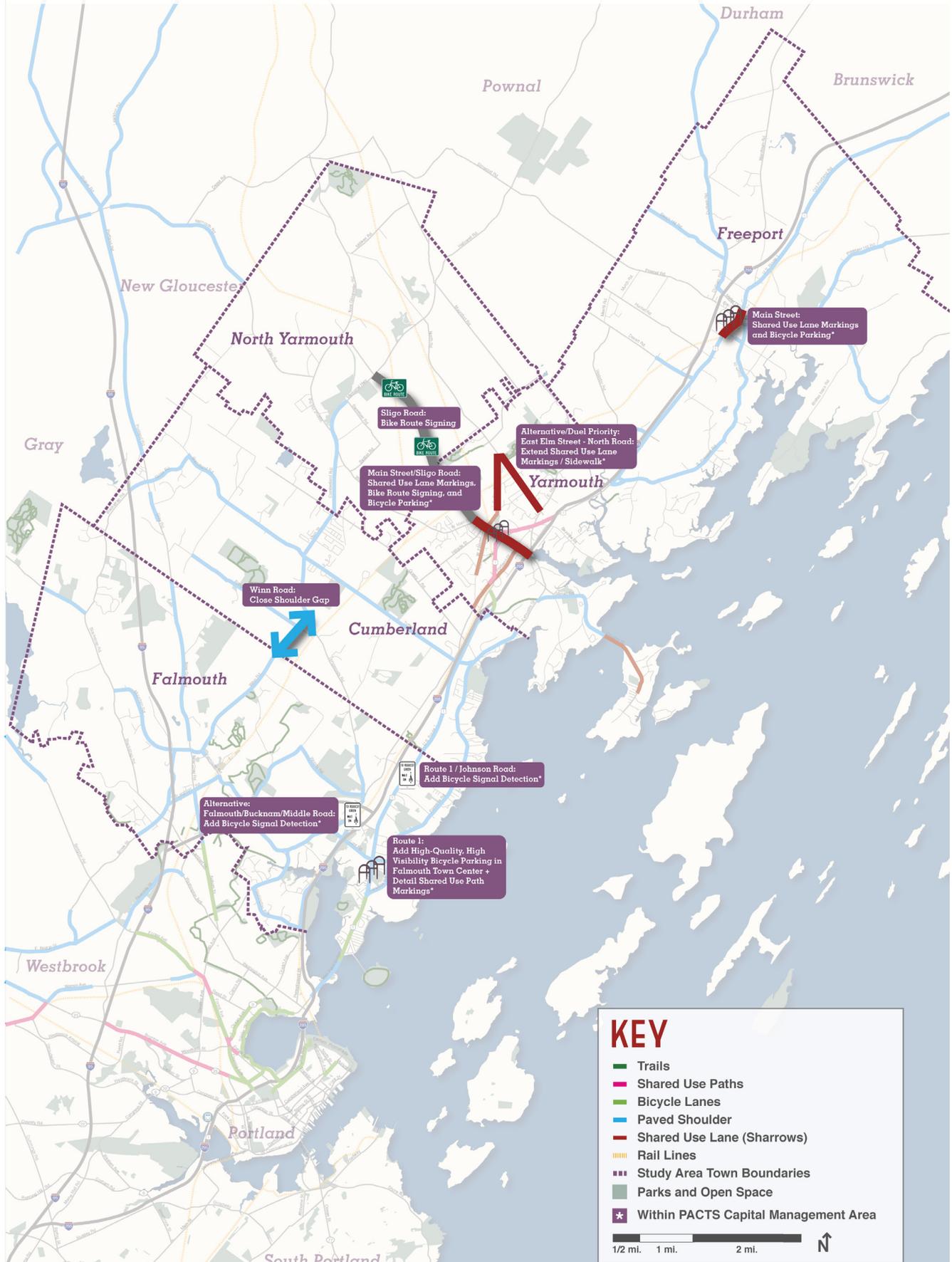
PORTLAND AREA NORTH BICYCLE & PEDESTRIAN IMPLEMENTATION PLAN

- DRAFT -



STREETPLANS

PACTS - NORTH OF PORTLAND AREA PRIORITY PROJECTS (SHORT-TERM)



KEY

- Trails
- Shared Use Paths
- Bicycle Lanes
- Paved Shoulder
- Shared Use Lane (Sharrows)
- Rail Lines
- Study Area Town Boundaries
- Parks and Open Space
- * Within PACTS Capital Management Area

1/2 mi. 1 mi. 2 mi. ↑

4. RECOMMENDATIONS

INTRODUCTION

The following recommendations are the result of a regional planning process where select short and long-term project emerged as priorities for both short and long-term implementation. For the purposes of this Plan, short-term projects are those estimated to take one to three years to come to fruition. Beyond infrastructure (hardware), the short-term plan **includes programs and policies, the so-called “software” like Complete Streets policies that may be adopted relatively quickly and help municipalities develop and implement long-term planning and infrastructure initiatives.**

Long-term project Proposals contained herein are considered those requiring a timeframe of three years or more. This indicates greater scale/complexity/cost associated with each recommended project.

PROJECT SELECTION AND PRIORITIZATION

With so many possible projects, the planning team had to develop a basic methodology for scoring and then prioritizing the Plan’s short and long-term recommendations. A weighted scoring system employed by PACTS was used as the basis for project selection and prioritization. The scoring system, which was altered slightly to fit this planning project, includes 11 analysis categories allowing for a maximum of three points to be attributed per category. Thus, the best possible score is 33 points. Note, the projects scored herein are only those related to physical infrastructure. not policy or programs. The 11 categories are as follows:

1. Improves Safety
2. Provides Safe Routes to School
3. Community Destinations (including town centers)
4. Helps “Complete” the Street
5. Impact on Traffic
6. Increased Connectivity
7. Access to Transit
8. Public Input
9. Ease of Implementation
10. Order-of-Magnitude Costs
11. “Curb Appeal”

Finally, the recommendations are calibrated to the current political, social, economic, and physical realities yet recognize that over time these conditions will change. Thus, the prioritization of projects may change as well, and should be re-evaluated as progress is made.



Short-term and long-term recommendations that emerged from the planning process include both infrastructure and policy suggestions.

SHORT-TERM RECOMMENDATIONS: INFRASTRUCTURE AND FACILITIES

While bicycle and pedestrian accommodations – trails, sidewalks, crosswalks, wide paved shoulders, shared use lane markings (“sharrows”) and bicycle lanes – are currently found throughout the north of Portland area, there are very few linkages between them. These recommendations are intended to build momentum, facilitate sub-regional municipal collaboration, and to use small-scale and relatively inexpensive roadway and policy improvements to enhance connectivity locally and regionally. That being said, these recommendations are by no means comprehensive; they are what emerged as key priority projects from the North of Portland Area Bicycle and Pedestrian Plan process.

FALMOUTH RECOMMENDATIONS

Bicycle Detection at Route 1 and Johnson Road

Project Score: 16/33

Route 88, Route 1, and Middle Road are well-used cycling corridors and Johnson Road is used frequently to move between the two. It is recommended that in-pavement bicycle detection be implemented on both the east and westbound intersections of Johnson Road and Route 1. This relatively low-cost improvement may also be recommended for similar intersection locations along popular routes cyclists, such as the convergence of Falmouth, Middle, and Bucknam Road.

Falmouth Town Center Bicycle Parking + Path Markings

Project Score: 22/33

Further south, an approximately 1-mile section of Route 1 will soon be reconstructed to include wider sidewalks, more crosswalks, and to reduce the number of points of ingress/egress for commercial businesses located along this busy thoroughfare. It is recommended that one side of Route 1 be detailed as a sidewalk and the other as a shared use path. The latter will require careful attention to designing intersection treatments and signing that alert path users and motorists to expect each other’s presence.

And as this area redevelops and becomes more walkable and bikeable it is recommended that high-quality bicycle racks be implemented. This will create a highly visible, low cost amenity that encourages people to bicycle to the corridor. It is recommended that the bicycle racks be high-quality, “inverted U” racks (see following page for an example) placed as close or closer to the destinations they serve than the nearest motor vehicle parking space.



High visibility crosswalks and shared use lane markings (“sharrows”) along Yarmouth’s West Elm Street provide precedent for additional use in other “in town” locations.



The intersection of Route 1 and Johnson Road is a great candidate for a bicycle detection device.



These markings indicate the presence of in-pavement loop detectors that trigger a green light when a bicyclist places their bicycle nearby.

CUMBERLAND

Add Paved Shoulders to the Winn Road Gap.

Project Score: 19/33

Many regional roadways in Cumberland already include paved shoulders. These include a large stretch of Route 9, Tuttle Road/Blanchard Road, and most of Route 88. The Town has also expanded sidewalks along Route 9 and Tuttle Road to connect schools, neighborhoods, and the Town Hall. However, Additionally, the Town of Cumberland is already planning to include paved shoulders when it reconstructs Blackstrap Road, from Blanchard Road to the Falmouth town line. Thus, one of the missing and remaining gaps in the town's rural roadway network is an approximate one-mile segment of Winn Road where cars move quickly and there is little room for people cycling, jogging, or walking. It is recommended that Cumberland focus on closing this gap wherever possible with a 4' paved shoulder on both sides of the road.



Winn Road is a scenic corridor used frequently by bicyclists.



This simple "inverted U" rack provides an important symbol and an amenity at Yarmouth Town Hall. More bicycle racks of this type are recommended in Yarmouth and elsewhere in the region.

YARMOUTH

Add Shared Use Lane Markings, Wayfinding, Bicycle Parking to Main Street/Sligo Road.

Project Score: 25/33

In the short-term, it is recommended that advocates and municipal leaders focus on improving Main Street to include Shared Use Lane Markings (like those used on East and West Elm Street) and highly visible, high-quality bicycle parking for businesses and institutions. Highly visible and connect the schools, businesses, library, town hall, and link to the Beth Condon Trail running alongside Route 1.

Add Shared Use Lane Markings to East Elm, Sidewalks/ Shared Use Lane Markings to North Road.

Project Score: 22/33

Another important project is to prioritize the extension of shared use lane markings along East Elm, from Melissa Drive to North Road. Additionally, these same markings should be added along North Road, from East Elm to East Main Street. Finally, this North Road segment should include sidewalks as well.



Sidewalks and shared use lane markings would go a long way towards improving bicycling and walking along North Road.

NORTH YARMOUTH

Add Bicycle Route and "Full Lane" Use Signs to Sligo Road

Project Score: 21/33

Sligo Road was named throughout the planning process as a preferred recreational route. It is recommended that the Town of North Yarmouth add "Bicycle Route" and "Bicycles May Use Full Lane" signs to this stretch of roadway, which connects Route 9 with Yarmouth's Main Street bicycle project suggested above. PACTS may provide guidance for such signs.



Bike Route signs should be placed along Sligo Road between Route 9 and Yarmouth's W. Main Street.

FREEPORT

Add Shared Use Lane Markings, Bicycle Parking to Main Street

Project Score: 24/33

Freeport's Main Street has millions of visitors each year. The addition of shared use lane markings and bicycle parking will quickly and inexpensively improve conditions for cycling in the downtown area. Indeed, Main Street's wide sidewalks will provide space for a number of bicycle racks. As in Yarmouth and Falmouth, the proposed bicycle racks should be a version of the "inverted U" racks. Please see the Town's 2014 Active Living Plan for specific rack locations.



Sidewalks and shared use lane markings would go a long way towards improving bicycling and walking along North Road.

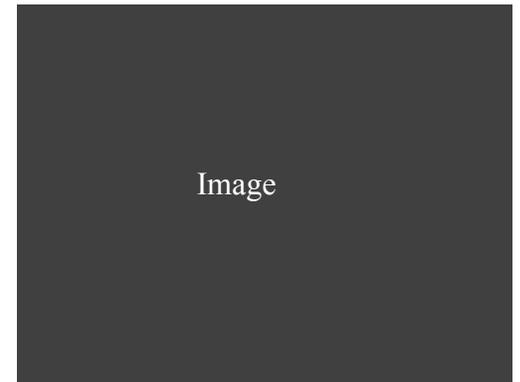
COMPLETE STREETS POLICY RECOMMENDATIONS

Increasing the viability of bicycling and walking in the north of Portland area will require the utilization of numerous strategies. These include, but are not limited to, organizing bicycling skills courses, launching motorist, pedestrian and bicyclist safety campaigns, promoting the benefits of bicycling and walking, supporting local bicycle and walking-centric events, utilizing social media and web-based advocacy communication tools, enforcing existing motor vehicle-bicyclist-pedestrian laws, and maintaining traditional communication strategies that position bicycling and walking as viable recreational and transportation options.

All of these efforts will require a wide variety of collaborations amongst many actors. However, a single policy recommendation that each town could pursue is that of "Complete Streets."

Complete Streets policies etc...

FILL THIS IN? NEEDED? PLEASE ADVISE



February 4, 2014

Mr. John Duncan, PACTS Executive Director
970 Baxter Boulevard, 2nd Floor
Portland, Maine 04103

**Re: PACTS Bicycle and Pedestrian Infrastructure Proposal
North of Portland Communities - Joint Application for Bicycle and Pedestrian
Infrastructure**

Dear Mr. Duncan:

I am writing on behalf of the North of Portland (NoPo) Bicycle and Pedestrian Implementation Plan Steering Committee to support our joint application for funding of infrastructure improvements in our towns. Our communities have collectively identified and prioritized projects within and among our towns, through an open and active community outreach process, that we believe will substantially improve the connectivity amongst our towns and create a safer environment for pedestrians and cyclists who utilize our roads and walkways.

Our communities have a long history of working collaboratively where our interests align and there are shared benefits to our residents and businesses. Our collaboration in developing a sub-regional Bicycle and Pedestrian Implementation Plan is a natural extension of this, and has given us all a better understanding of each town's challenges and opportunities. In addition, it has fostered what we intend to be an ongoing dialogue amongst local officials and bicycle and pedestrian advocates within our respective communities, so that we may continue to coordinate our efforts. In doing so, we hope to achieve a high level of consistency/continuity in the physical improvements and policies that support development of a better transportation network that will serve the interests of all users of our streets, highways and pathways (including motorists, cyclists and pedestrians).

We greatly appreciate the support that we have received from PACTS both in terms of the funding of our initial regional planning study, and the ongoing support and encouragement we continue to receive from PACTS staff. We look forward to being able to now implement the bicycle and pedestrian infrastructure improvements that our communities consider most important to achieving our collective goal of a safer and healthier environment for our region.

Sincerely,

By 
Daniel P. Ostrye, Chairman
NoPo Steering Committee & Town of Yarmouth, Bicycle and Pedestrian Committee



TOWN OF CUMBERLAND, MAINE

290 Tuttle Road

Cumberland Center, Maine 04021-9321

Telephone (207) 829-5559 • Fax (207) 829-2214

February 1, 2014

John Duncan, Executive Director
PACTS Portland Area Comprehensive Transportation System
970 Baxter Blvd. 2nd Floor
Portland, ME 04103

RE: Town of Cumberland Letter of Support for Falmouth's
Portland North Bike & Pedestrian Plan Application

Dear John:

Please accept this letter of continued support for the Portland North Bike & Pedestrian Plan. This project is a regionally significant project as it serves as a large travel network for bicycle and pedestrian enthusiasts for many residents north of Portland including Cumberland, North Yarmouth, Freeport, Falmouth and Yarmouth. The significant investments the Town of Cumberland has made with local only dollars demonstrates our support for Bike & Pedestrian initiatives and this collaboration will only further our hopes for a regional network of trails for all our communities.

The Town Council was informally polled for their continued support of this project this past weekend and their support was received. The Town Council will formally vote on this project on February 10, 2014 at their 7:00 PM Council meeting.

I will forward you a copy of the certified minutes and Council public vote regarding this project the week of the 10th. Please let me know if you need any additional information for support of this project.

Sincerely,

William R. Shane, P.E.

Town Manager

cc: Nathan Poore, Falmouth Town Manager

Cumberland Town Council



TOWN OF FALMOUTH

ORDER NO 88-2014

**AUTHORIZE FUNDING APPLICATIONS TO
PACTS 2016-18 WORK PROGRAM**

**BE IT HEREBY ORDERED THIS 27th DAY OF JANUARY, 2013, BY THE
FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN
COUNCIL ASSEMBLED:**

To authorize the Town Manager to submit an application to PACTS for intersection improvements consisting of a Roundabout at the Falmouth/Bucknam/Middle Road intersection.

BE IT FURTHER ORDERED:

To authorize the Town Manager to submit a joint application to PACTS with the Towns of Cumberland, Yarmouth, North Yarmouth, and Freeport for certain pedestrian, and bicycle mobility improvements as described in the short term recommendations of the North of Portland Bicycle Pedestrian Implementation Plan.

Attest:



Elen Planer
Town Clerk

Meeting: 8 -13/14
Date: January 16, 2014
Time: 7:00 P.M.
Place: American Legion Log Cabin

TOWN OF YARMOUTH

MINUTES OF YARMOUTH TOWN COUNCIL MEETING

Roll Call of Members P = Present A = Absent T= Tardy

P Randall Bates, 30 Tannery Lane
P David Craig, 25 Madison Drive
P Leslie Hyde, 112 Pleasant Street
P Andrew Kittredge, 84 Rogers Road
P James MacLeod, 170 Berryfield
P Pat Thompson, 148 White's Cove
P Steve Woods, 64 Glen Road

The meeting was called to order at 7:00 A.M. with Steve Woods presiding. Roll call was taken.

The Minutes of Meeting No. 7-13/14 held December 19, 2013 approved 7-0.

Public comment period: Rogers Road residents spoke in appreciation of the buffer of trees that were planted on the Public Works Facility and asked that it be on ongoing process to maintain and take care of that area. Joanne Babcock questioned reserve funds and expenses. She was advised that the budget and the CIP could be obtained at Town Hall and the Finance Director/Town Manager could help review it. Whitney Smith from YCAN gave a brief presentation on the success of their programs. In 2013 65 families were helped and the Sr. rides program is working out nicely. The Annual Freeze Out fund raiser will be held Feb 15th – 16th if any councilor wanted to sign up to help raise funds.

Item No. 57: Licenses

Be it ordered that issuance of a full time malt, spirituous and vinous liquor license and Special Amusement Permits to Robert Boyd AMVETS Post is hereby approved.
7-0

Item No. 58: mutual aid agreement (Fire-Rescue) with the Town of Falmouth

Be it ordered that the Town Manager is hereby authorized to execute a mutual aid agreement with the Town of Falmouth a copy of which to be attached to the minutes of this meeting.
7-0

Item No. 59: Lease agreement on the West Main Street Schools.

Be it ordered that the Town Manager is hereby authorized to renew or extend the lease of the West Maine St schools to TJ DeWan and Associates for up to 3 additional years subject to the terms that lease continue until September 10, 2014, before there can be a no fault 90 day notice of termination.

7-0

Item No. 60: Contract Zone Agreement Amendment – W. Main St. Schools

Be it resolved that a draft amendment to the Conditional Zoning Agreement effecting the West Main St Schools property is hereby tentatively endorsed, and referred to Planning Board for review and recommendation.

7-0

Item No. 61: authorize a joint application to PACTS with neighboring towns for certain pedestrian, and bicycle mobility improvements.

Be it resolved by the Yarmouth Town Council in town council assembled that a joint application with the Towns of Falmouth, Freeport, Cumberland and North Yarmouth for pedestrian and bicycle transportation improvements is hereby endorsed, and

Be it ordered that the Town Manager is hereby authorized to submit such funding request to PACTS for consideration.

7-0

Item No.62: To make various committees and board appointments – no action

Item No. 63: Report from Councilor MacLeod that the Economic Development Committee is on track and will have a report ready for April.

Adjourned at 7:50 PM
Respectfully submitted,

Jennifer S. Doten, Town Clerk

From: Donna Larson <DLarson@freeportmaine.com>

Sent: Tuesday, February 04, 2014 5:43 PM

To: Theo Holtwijk

Subject: NoPo Bike Ped - Draft PACTS Grant Application

On January 21, 2014 The Freeport Town Council considered action relative to endorsing a letter of support for the five-town PACTS Northern Subregion for 2014 proposed projects.

Be it ordered that the Town Council hereby endorses a letter of support for the five-town PACTS Northern sub-region.

Vote: unanimous



TOWN OF NORTH YARMOUTH

10 VILLAGE SQUARE ROAD
NORTH YARMOUTH, MAINE 04097

TELEPHONE (207) 829-3705
FAX (207) 829-3743

BOARD OF
SELECTMEN

ADMINISTRATIVE
ASSISTANT

RESOLUTION IN SUPPORT OF FACTS APPLICATION

Be it Resolved by the North Yarmouth Board of Selectmen at their February 4, 2014 meeting that

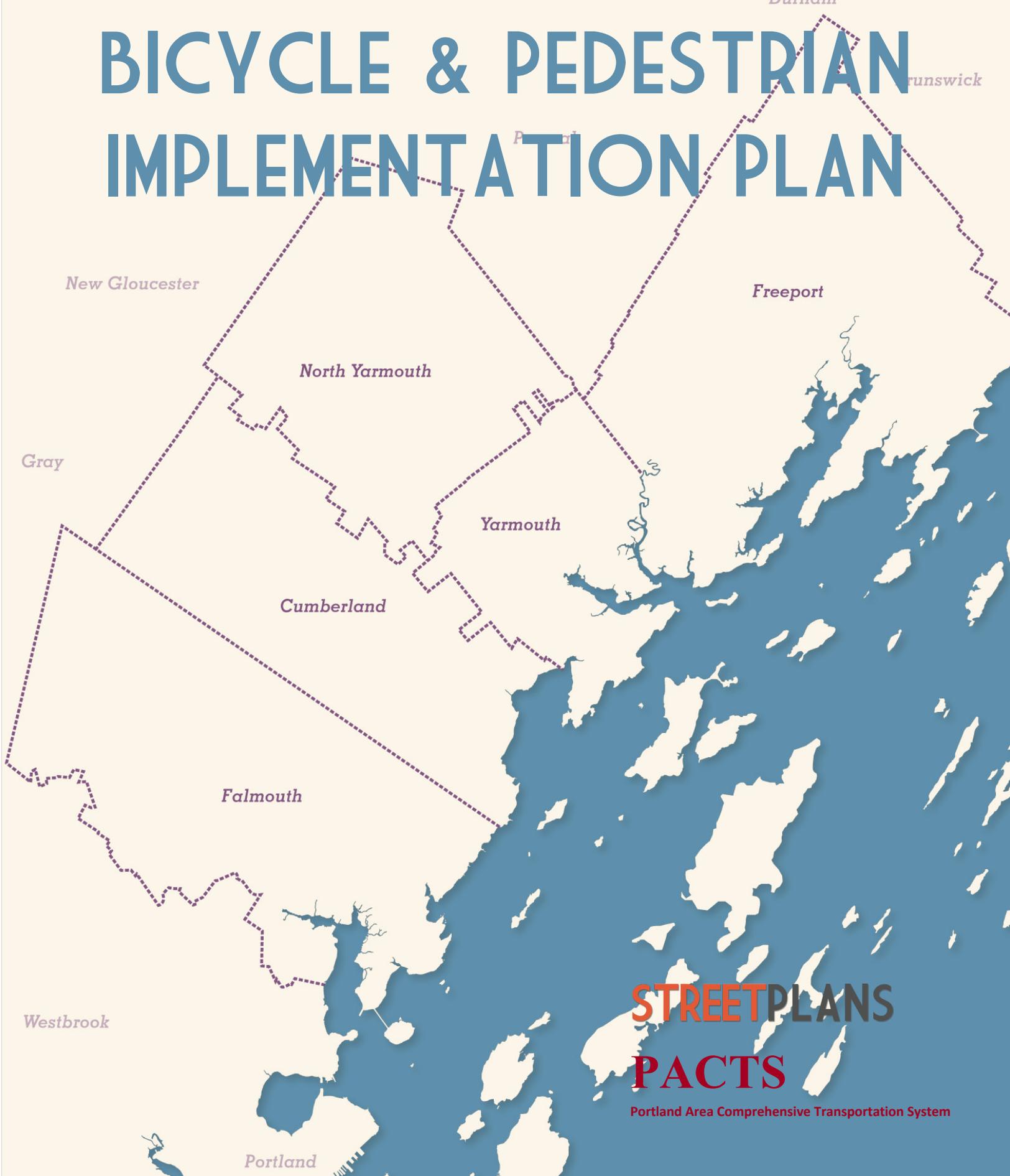
A joint application with the Towns of Cumberland, Falmouth, Freeport, and Yarmouth for pedestrian and bicycle transportation improvements is

Hereby endorsed by this Board of Selectmen by Adopted Motion
Steven Palmer; Clark Whittier; Mark Girard; Darla Hamlin; Paul Napolitano

Signed on Behalf of the Board:


Damaris A. Driffin,
Interim Town Manager

PORTLAND AREA NORTH BICYCLE & PEDESTRIAN IMPLEMENTATION PLAN



STREETPLANS
PACTS

Portland Area Comprehensive Transportation System

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ACKNOWLEDGEMENTS

Town of Falmouth

Theo Holtwijk – Director of Long Range Planning
Deb Coyman - citizen volunteer

Town of Cumberland

Bill Shane - Town Manager

Town of Freeport

Donna Larson, AICP - Town Planner
Anne-Marie Davee - Chair, Active Living Task Force

Town of North Yarmouth

Andy Walsh - Economic Development/Bicycle and Pedestrian Committee
Heidi Shaw Alpern - Bicycle and Pedestrian Committee

Town of Yarmouth

Vanessa Farr - Planning Director
Ed Ashley - Bicycle and Pedestrian Committee
Sue Ellen Bordwell - Bicycle and Pedestrian Committee
Dan Ostrye - Bicycle and Pedestrian Committee

Bicycle Coalition of Maine

Jim Tasse, PhD – Education Director

PACTS

Carl Eppich, AICP – Senior Transportation Planner
Paul Niehoff – Senior Transportation Planner

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“We need to walk, just as birds need to fly. We need to be around other people. We need beauty. We need contact with nature. We need not to be excluded. And we need to feel some sort of equality. A bikeway is a symbol that shows that a citizen on a \$30 bicycle is equally important as a citizen in a \$30,000 car.”

*- Enrique Penalosa
Former Mayor, Bogota, Colombia*



1. INTRODUCTION

WHAT IS BICYCLE AND PEDESTRIAN PLANNING?

Bicycle and pedestrian planning is the process of assessing and addressing the needs of a community or region in the area of roadway infrastructure, programs, and policies supporting bicycling and walking. It involves taking an inventory of existing resources, consulting with community stakeholders, and identifying strategies and tactics for making improvements. Ultimately, bicycle and pedestrian planning is about giving communities a viable transportation alternative and recreational options that encourage lively streetscapes, a healthy population, and a more livable and sustainable environment.

WHY PLAN?

After decades of declining activity and being pushed to the margins of society—and our roadways—people are increasingly interested in walking and bicycling again. This may be attributed to any number of related factors, but mostly demonstrates a growing need to accommodate walking and bicycling in our communities' physical and social fabric. Indeed, those towns and regions that accommodate this activity best are also some of our country's most healthy, economically competitive, and desirable places to live, work, and visit. Planning for increased levels of bicycling and walking therefore will help communities in the north of Portland area stay healthy and competitive, not only across the metro region, but also nationally.

THE NORTH OF PORTLAND AREA BICYCLE & PEDESTRIAN IMPLEMENTATION PLAN

This is not a master plan. Rather, it's the result of a regional conversation about advancing bicycle and pedestrian planning, policy, and programs. It's also a response to a growing need for dialogue amongst five communities — Falmouth, Cumberland, Yarmouth, North Yarmouth, and Freeport — herein referred to as the north of Portland area. Each of the five towns are in various places with respect to bicycle and pedestrian planning, yet each have made some measure of progress. Thus, this process was created to facilitate increased collaboration to position bicycling and walking as not just outlets for recreation, but also viable forms of local and regional transportation. Ultimately, this Plan is also intended to help the five municipalities obtain implementation funding from local, regional, statewide, and even federal sources. By its very creation, this Plan posits that a collaborative approach will only increase the chances of success and help implement projects of local and regional significance. Such accomplishments could be exceedingly difficult without regional cooperation.

While adjustments will surely be made as political and economic realities change, the recommendations put forth in this Plan assume that local and state roadways should be treated not as de facto corridors of auto mobility, but as civic assets that enable accessibility for people no matter their mode of transport.

What would make bicycling and walking better in your community?

COME OUT AND TELL US!



NORTH PORTLAND AREA CONNECTIVITY WORKSHOPS

Cumberland | Falmouth | Freeport | Yarmouth | North Yarmouth

Join us for a series of public workshops to improve connectivity for people biking and walking in the north Portland area.

WORKSHOP #1:

PORTLAND NORTH BICYCLE AND PEDESTRIAN PLAN

NOVEMBER 12TH, 7:00 - 8:30 PM

Falmouth Town Hall, 271 Falmouth Road

WORKSHOP #2:

PORTLAND NORTH BICYCLE AND PEDESTRIAN PLAN

NOVEMBER 18TH, 6:30 - 8:00 PM

Yarmouth Town Hall, 200 Main Street

WORKSHOP #3:

PORTLAND NORTH BICYCLE AND PEDESTRIAN PLAN

FINAL DRAFT PRESENTATION

DECEMBER 10TH, 6:30 - 8:30 PM

Yarmouth Log Cabin, 196 Main Street

2. PLANNING PROCESS

INTRODUCTION

Although the project timeline was only three months, a variety of planning methods were used to inventory the North of Portland area's walking and bicycling infrastructure, programs, and policies. The process included a public involvement process; Town and citizen-leaders meetings; a Handlebar and Walkabout Survey; and a review of any/all existing plans, policies, and planned capital budget expenditures related to bicycling and walking. Each of these elements are described briefly below.

PUBLIC INVOLVEMENT PROCESS

A public input and communications process was developed to best guide the planning process. It was comprised of two key elements: three public workshops and a sub-regional survey distributed online and in print. The public involvement efforts were also supported by the Handlebar and Walkabout Survey process, which is both a tool for on-the-ground analysis and public involvement (see next page for more information). The input gathered from this process helped the planning team “take the temperature” of each community relative to the Plan's goals and ultimately informed the recommendations included in this Plan.

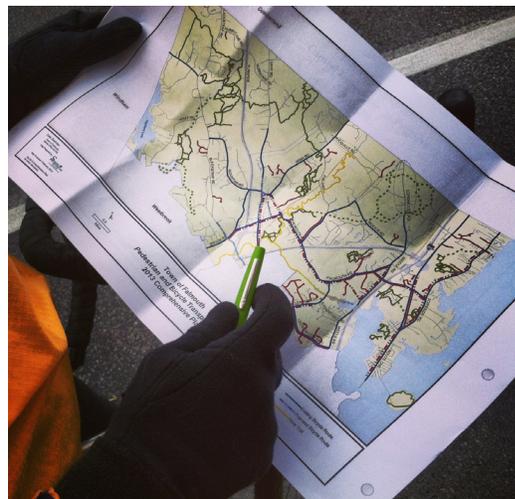
PUBLIC WORKSHOPS + STAKEHOLDER SURVEYS

Three public workshops were organized and carried forward on November 12, November 18th, and December 16th. The first two workshops introduced the planning process, presented a general best practices overview, shared preliminary findings, and solicited input through question and answers and an open mapping exercise. The final meeting summarized the project team's findings, shared draft short and long-term recommendations, and collected public feedback. Approximately 100 people attended the three meetings.

In addition to the three workshops, a digital and paper survey was created by Falmouth's Town Planner, Theo Holtwijk. The survey was distributed amongst attendees and through outreach conducted online. The results of this survey are available in chapter 2 Findings. The insight and feedback gathered from the workshops and the survey was used to strengthen the recommendations contained in chapter 4.

TOWN LEADERSHIP MEETINGS

Between the two public workshop dates the planning team met with Town officials and advocates in each of the five towns. A







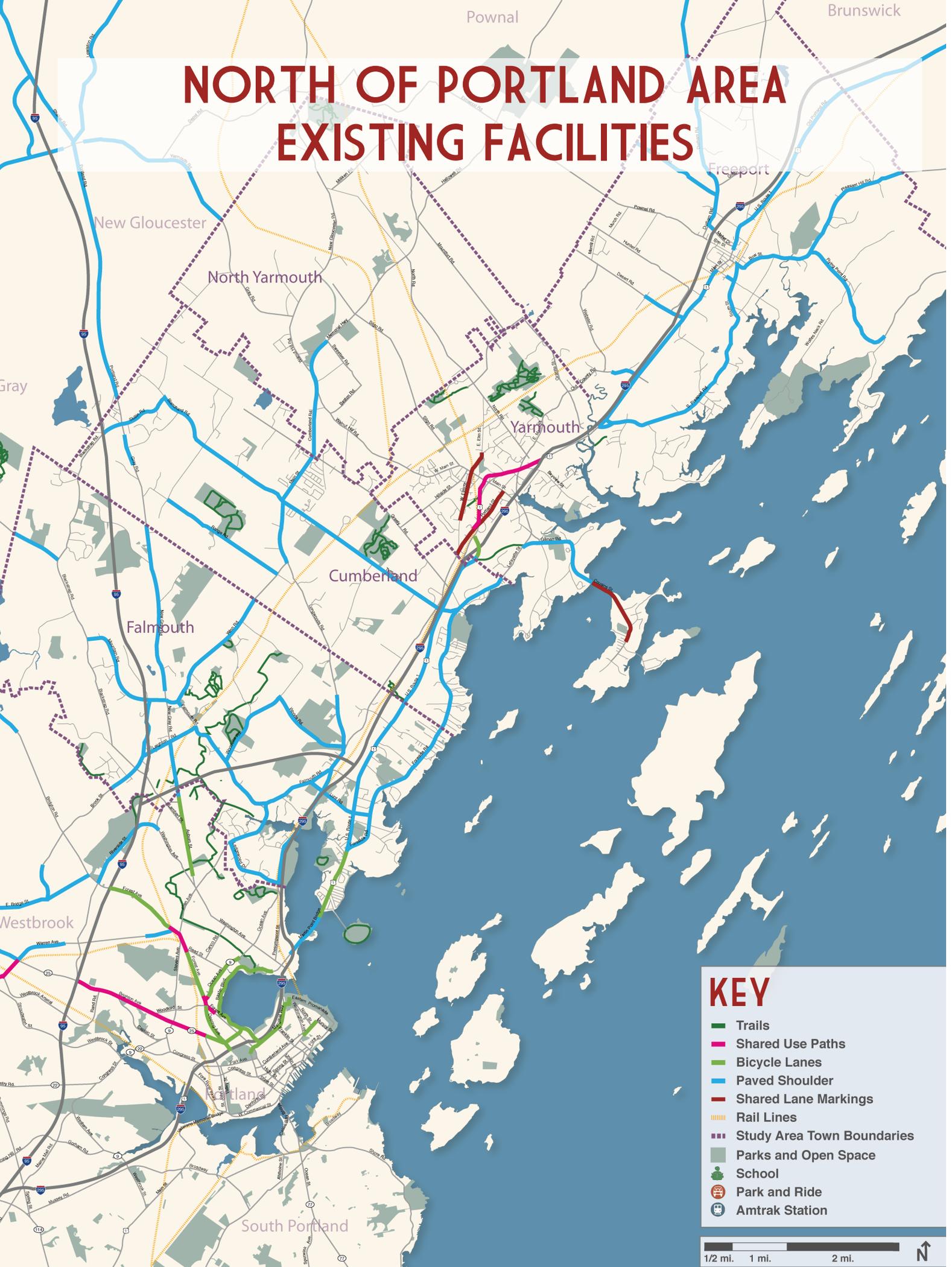
general overview of the project was provided and feedback gathered as it relates to current and future bicycle and pedestrian planning initiatives. As is to be expected, each of the five towns is in a different place with respect to its bicycle and pedestrian planning efforts. However, town officials from all five communities could point to past or current projects underway bolstering walking and bicycling. Ultimately, the meetings helped the project team best understand the local challenges and opportunities in each of the five towns.

THE HANDLEBAR + WALKABOUT SURVEY

The planning team joined numerous citizen-advocates in conducting a Handlebar and Walkabout Survey in each town. The Handlebar Survey includes taking photos and written documentation of street conditions, general bicyclist and pedestrian behavior, safe routes/dangerous routes, and interactions among various modes of transportation with regards to safety, desire for facilities, and needs of the community. This user-level approach helped the team identify and understand existing opportunities and challenges inherent to advancing active transportation and recreation in the north of Portland area.

The Handlebar and Walkabout Survey process is a fun, open, and replicable public engagement tool. Citizen-stakeholders participated in four of the five towns by sharing their local knowledge. This helped the planning team get to know not only the physical contours of each town, but also the socio-political ones as well. With five towns and a short time-line, the knowledge gained from this process proved invaluable for the creation of the Plan. Special thanks should be given to all who participated.

NORTH OF PORTLAND AREA EXISTING FACILITIES



KEY

- Trails
- Shared Use Paths
- Bicycle Lanes
- Paved Shoulder
- Shared Lane Markings
- Rail Lines
- Study Area Town Boundaries
- Parks and Open Space
- School
- Park and Ride
- Amtrak Station

3. FINDINGS

INTRODUCTION

The public involvement process yielded a wide range of findings that were used to create the recommendations found in Chapter 4. A summary of these findings are presented herein.

ONLINE/PRINT SURVEY RESULTS

The survey, which generated 83 responses, included six basic questions about bicycling and walking. While not statistically significant, the results were helpful in providing direction for recommendations found in Chapter 4. The rest of this section displays the top five responses to the questions, and then offers a short summary.

1. WHAT TOWN DO YOU LIVE IN?

The answers clearly skewed to residents living primarily in two towns (Falmouth and Yarmouth, see graph results from question one at right). It should be noted that the Town of Freeport was conducting its own Active Living planning process (with its own survey) while this planning process was undertaken. This may explain why citizens from that town did not participate in high numbers for this overlapping effort.

2. WHAT ARE YOUR TYPICAL DESTINATIONS FOR BIKING AND WALKING?

- Portland (16)
- Freeport (10)
- Falmouth Town Center (9)
- Falmouth Town Land (7)
- Cumberland/Mackworth Island/Route 88 (6)

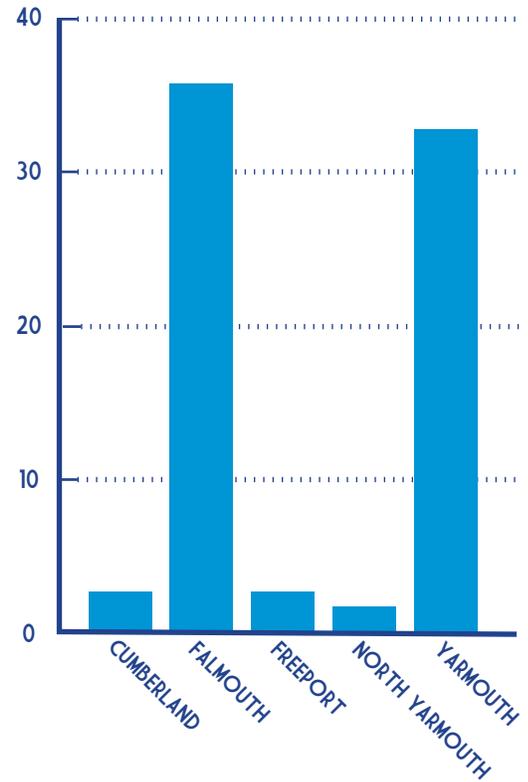
While the respondents named more than 100 destinations, the results demonstrate plenty of cross-town movement, which underscores the need for more regional collaboration in planning and implementing bicycling and walking facilities.

3. WHAT ROUTES/ROADS DO YOU TYPICALLY USE?

- Route 1 (21)
- Middle Road (19)
- Route 88/Foreside Road/Lafayette Street (18)
- Blackstrap Road (9)
- Main Street in Yarmouth (9)

Given the characteristics of the roads mentioned above (mostly rural or suburban, higher vehicle speeds, no sidewalks) the responses above suggest that respondents are referring primarily to bicycling.

WHAT TOWN DO YOU LIVE IN?



Survey respondents named Portland as their top destination while bicycling and/or walking.



4. WHERE DO YOU WANT TO BIKE/WALK, BUT FIND IT HARD TO DO SO?

- Route 88/Foreside Road/Lafayette Street (13)
- Route 1 (12)
- Route 9 (6)
- Blackstrap Road (4)
- Falmouth Road (4)

These results indicate that as frequently as some people use the Route 1 and Route 88 corridors, many respondents avoid them for what should be obvious reasons: the speed of cars and lack of pedestrian and/or bicycle facilities through part or all of the corridor.

5. WHAT CHALLENGES DO YOU FACE WHILE BIKING/WALKING?

- Lack of, or too narrow shoulders (23)
- Driver hostility/poor driving behavior (14)
- Motor vehicle speed (11)
- Lack of bicycle-specific infrastructure (bike lanes or paths) (10)
- Pavement quality (7)

While the most common response has to do with infrastructure (roadway shoulders) it's clear too that education and enforcement efforts should be pursued alongside infrastructure development.

6. WHAT ARE YOUR TOP PRIORITIES FOR IMPROVING BIKING/WALKING?

- Education for Drivers about Sharing the Road (8)
- Improve/Widen Shoulders (8)
- Off-Road Trails (8)
- Bike Lanes (5)
- Pavement Maintenance/ Debris Removal (5)

While there was less consensus among respondents, the results indicate also demonstrate the importance of education/enforcement efforts.



Route 1 provides direct connections to numerous regional destinations, however the speed of motor vehicles and the lack of sidewalks makes the corridor intimidating to all but the intrepid user.



Building more bicycle and pedestrian facilities is important, but so too is educating all roadway users and enforcing laws protecting vulnerable users from unsafe behavior.

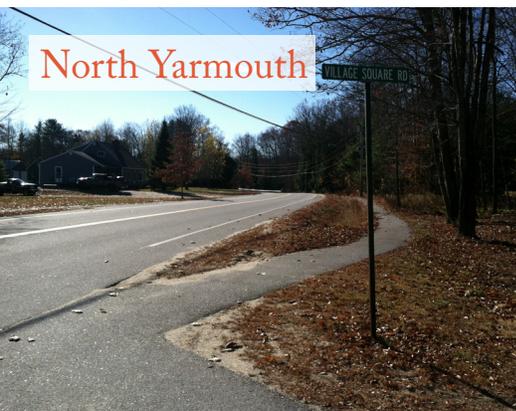
Falmouth



Cumberland



North Yarmouth



Yarmouth



Freeport



HANDLEBAR AND WALKABOUT SURVEY RESULTS

The Handlebar and Walkabout Survey revealed a range of built and natural conditions throughout the north of Portland area. Conditions for bicycling and walking within varied greatly as well. In-town locations, such as downtown Yarmouth or Freeport feature a small grid of streets, a mixture of uses, and residential neighborhoods with homes close together. In these places, sidewalks and crosswalks are common, motor vehicle speeds are relatively low, and people get around using a variety of modes - walking, bicycling, and driving are all common.

However, as one moves outward from these town center areas, the roads become a bit wider, people drive faster, and sidewalks disappear. These areas are where the most population growth has occurred and are far more suburban in nature; relatively small low-density residential subdivisions with short dead-end streets have become increasingly common. While there is nothing wrong with a few dead end streets, it does keep traffic away from the inside of neighborhoods, and in the aggregate, numerous subdivisions limit roadway connectivity and force a majority of motor vehicle trips onto a limited number of regional roads. In turn, this creates even more pressure to widen roadways, which costs a lot of money, threatens rural character, and comes at the expense of discouraging bicycling and walking.

That being said, a small number of regional roadways do include paved shoulders of a useable width for people bicycling. Yet the speed and volume of people driving intimidates all but the most intrepid of recreational cyclists, to say nothing of people who prefer to walk, jog, or engage in other physical activity along such roadways. While largely rural in nature, some of these roadways could be improved to accommodate bicycling through the implementation of wider paved shoulders, safety signs, and wayfinding at key decision points.

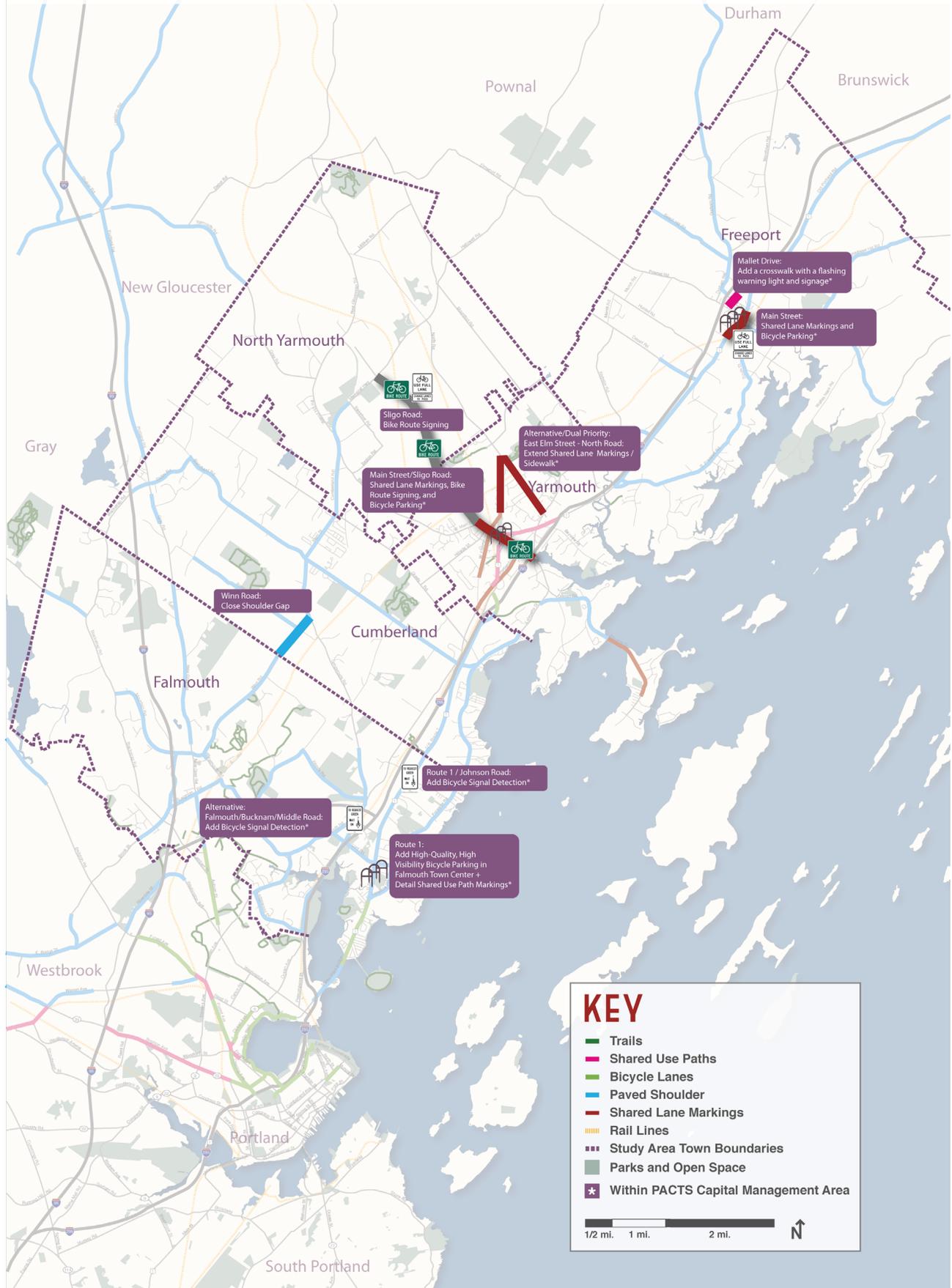
Additionally, numerous pinch points for bicycling and walking were found in the Survey and also identified throughout the planning process. A few examples include the Route 1 corridor between Yarmouth and Freeport and the Route 88 corridor between Cumberland and Yarmouth. Improving these areas is not just important for inter and intra-town connectivity, but for supra-regional connections. Indeed, the East Coast Greenway -- a bicycle route connecting Key West with Calais, runs through four of the five towns in the north of Portland area. Short and long-term recommendations for addressing these conditions are included in Chapter 4.

Perhaps as a reaction to these challenging roadway conditions, and the desire to have more recreational opportunities, citizens in communities like Falmouth and Yarmouth have taken it upon themselves to work with their municipal governments and a wide range of property owners to build a burgeoning network of off-street trails. These facilities provide safe and enjoyable places for hiking, trail running, cross-country skiing, and mountain biking. They also serve as attractions for local and regional users, which brings increased physical and economic activity. But while these trails networks are fantastic recreational amenities and should be expanded whenever possible, they will not often be used for transportation.

Evidence of new on-street bicycling and walking infrastructure is also increasingly evident. The Handlebar and Walkabout Survey revealed relatively new bikeways, shoulders, and sidewalks in all five towns. These findings demonstrate progress, however it's clear too that regional coordination for these and future projects will be beneficial for both local and regional bicycling and walking networks and should be coordinate more closely across the region.

Finally, bicycle parking was a rarely found amenity across all five towns. And where it exists it is not of a very high quality. As one of the fastest and cheapest ways to encourage cycling, chapter 4 includes a number of short-term recommendations for improving the number and quality of bicycle parking facilities.

PACTS - NORTH OF PORTLAND AREA PRIORITY PROJECTS (SHORT-TERM)



4. RECOMMENDATIONS

INTRODUCTION

The following recommendations are the result of a regional planning process where select projects emerged as priorities for both short and long-term implementation. For the purposes of this Plan, short-term projects are those estimated to take one to three years to come to fruition. Beyond infrastructure (hardware), the short-term plan includes programs and policies, (software) like Complete Streets policies, that may be adopted relatively quickly and help municipalities develop and implement long-term planning and infrastructure initiatives that address bicycle and pedestrian needs.

Long-term project Proposals discussed herein are considered to be those requiring a timeframe of three years or more. This indicates a greater scale/complexity/cost associated with each recommended project.

PROJECT SELECTION AND PRIORITIZATION

With so many possible projects, the planning team had to develop a basic scoring methodology and then prioritize the Plan's short and long-term recommendations. A weighted scoring system employed by PACTS was used as the basis for project selection (see the Appendix for sample point distribution). The scoring system, which was altered slightly to fit this planning project, includes 11 categories of analysis allowing for a maximum of three points to be awarded to each category. Thus, the best possible score is 33 points. The 11 categories are as follows:

1. Improves Safety
2. Provides Safe Routes to School
3. Community Destinations (including town centers)
4. Helps "Complete" the Street
5. Impact on Traffic
6. Increased Connectivity
7. Access to Transit
8. Public Input
9. Ease of Implementation
10. Order-of-Magnitude Costs
11. "Curb Appeal"

Note, the projects scored herein are only those related to physical infrastructure, not policy or programs. Finally, the recommendations are calibrated to the current political, social, economic and physical realities, yet recognize that over time these conditions will change. Thus, the prioritization of projects may change as well, and should be re-evaluated as progress is made.



Short-term and long-term recommendations that emerged from the planning process include both infrastructure and policy suggestions.

SHORT-TERM RECOMMENDATIONS: INFRASTRUCTURE AND FACILITIES

While bicycle and pedestrian accommodations – trails, sidewalks, crosswalks, wide paved shoulders, shared lane markings (SLMs) and bicycle lanes – are currently found throughout the north of Portland area, there are very few linkages between them. These recommendations are intended to build momentum, facilitate sub-regional municipal collaboration, and to use small-scale and relatively inexpensive roadway and policy improvements to enhance connectivity locally and regionally. That being said, these recommendations are by no means comprehensive; they are what emerged as key priority projects from the North of Portland Area Bicycle and Pedestrian Plan process.

FALMOUTH RECOMMENDATIONS

Bicycle Detection at Route 1 and Johnson Road

Project Score: 16/33

Route 88, Route 1, and Middle Road are well-used cycling corridors and Johnson Road is used frequently to move between the two. It is recommended that in-pavement bicycle detection, or other types of proven detection devices, be implemented on both the east and westbound intersections of Johnson Road and Route 1. This relatively low-cost improvement may also be recommended for similar intersection locations along popular routes for cyclists, such as the convergence of Falmouth, Middle, and Bucknam Road.

Falmouth Town Center Bicycle Parking + Path Markings

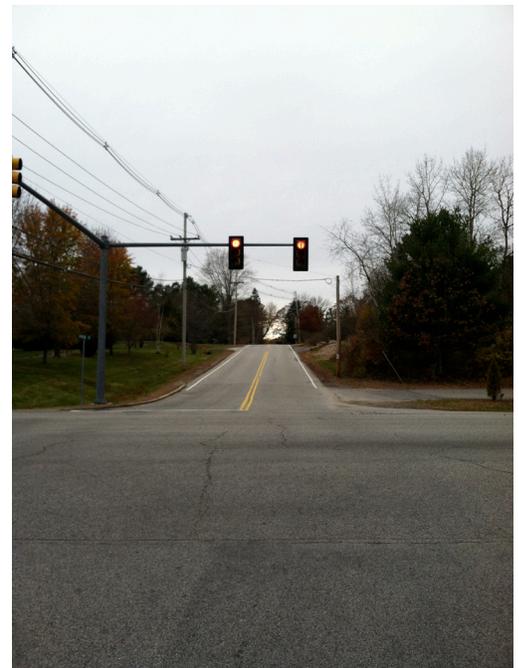
Project Score: 22/33

Further south, an approximately 1-mile section of Route 1 will soon be reconstructed to include wider sidewalks, more crosswalks, and to reduce the number of points of ingress/egress for commercial businesses located along this busy thoroughfare. It is recommended that one side of Route 1 be detailed as a sidewalk and the other as a shared use path. The latter will require careful attention to designing intersection treatments and signing that alert path users and motorists to expect each other's presence.

And as this area redevelops and becomes more walkable and bikeable it is recommended that high-quality bicycle racks be implemented. This will create a highly visible, low cost amenity that encourages people to bicycle to the corridor. It is recommended that the bicycle racks be high-quality, “inverted U” or post and ring racks (see following page for an example) placed as close or closer to the destinations they serve than the nearest motor vehicle parking space.



High visibility crosswalks and shared lane markings (“SLMs”) along Yarmouth’s West Elm Street provide precedent for additional use in other “in town” locations.



The intersection of Route 1 and Johnson Road is a great candidate for a bicycle detection device.



These markings indicate the presence of in-pavement loop detectors that trigger a green light when a bicyclist places their bicycle nearby.

CUMBERLAND

Add Paved Shoulders to the Winn Road Gap.

Project Score: 19/33

Many regional roadways in Cumberland already include paved shoulders. These include a large stretch of Route 9, Tuttle Road/Blanchard Road, and most of Route 88. The Town has also expanded sidewalks along Route 9 and Tuttle Road to connect schools, neighborhoods, and the Town Hall. Additionally, the Town of Cumberland is already planning to include paved shoulders when it reconstructs Blackstrap Road, from Skillin Road to the Falmouth town line. One of the missing and remaining gaps in the town's rural roadway network is an approximate one-mile segment of Winn Road where cars move quickly and there is little room for people cycling, jogging, or walking. It is recommended that Cumberland focus on closing this gap wherever possible with a 4' paved shoulder on both sides of the road.



Winn Road is a scenic corridor used frequently by bicyclists.



This simple "inverted U" rack provides an important symbol and an amenity at Yarmouth Town Hall. More bicycle racks of this type are recommended in Yarmouth and elsewhere in the region.

YARMOUTH

Add Shared Lane Markings, Wayfinding, Bicycle Parking to Main Street.

Project Score: 25/33

In the short-term, it is recommended that advocates and municipal leaders focus on improving Main Street to include Shared Use Lane Markings (like those used on East and West Elm Street) and highly visible, high-quality bicycle parking for businesses and institutions. Connect the schools, businesses, library, town hall, and link to the Beth Condon Trail running alongside Route 1. Wayfinding signs implemented along this stretch, and across the sub-region, should be consistent with recommendations emerging from PACTS' North of Portland Area wayfinding standards and recommendations.



Sidewalks and shared lane markings would go a long way towards improving bicycling and walking along North Road.

Add Bike Route Wayfinding signs to Sligo Road.

Project Score: 19/33

The proposed signs should be consistent with those emerging from PACTS' North of Portland Area wayfinding standards.

Add Shared Lane Markings to East Elm, Sidewalks/Shared Lane Markings to North Road.

Project Score: 22/33

Another priority project is to extend the shared lane markings along East Elm, from Melissa Drive to North Road.

Additionally, these same markings should be added along North Road, from East Elm to East Main Street. Finally, The North Road sidewalk gap, between Melissa Drive and East Elm Streets, should be closed by extending the existing sidewalk.



Bike Route signs should be placed along Sligo Road between Route 9 and Yarmouth's W. Main Street.



NORTH YARMOUTH

Add Bicycle Route and “Bikes May Use Full Lane” Signs to Sligo Road

Project Score: 21/33

Sligo Road was named throughout the planning process as a preferred recreational route. It is recommended that the Town of North Yarmouth add “Bicycle Route” and “Bicycles May Use Full Lane” signs to this stretch of roadway, which connects Route 9 with Yarmouth’s Main Street. PACTS can provide guidance for such signs.



Closing the sidewalk gap between Melissa Drive and East Elm will provide better connectivity from this area of Yarmouth to downtown, parks, playgrounds, and playing fields.

FREEPORT

Add “Bikes May Use Full Lane” signs, Shared Lane Markings, and Bicycle Parking to Main Street

Project Score: 24/33

Freeport’s Main Street has millions of visitors each year. The addition of shared use lane markings and bicycle parking will quickly and inexpensively improve conditions for cycling in the downtown area. Indeed, Main Street’s wide sidewalks will provide space for a number of bicycle racks. As in Yarmouth and Falmouth, the proposed bicycle racks should be a version of the “inverted U” or post and ring racks. Please see the Town’s 2014 Active Living Plan for specific rack locations.



The addition of Shared Lane Markings and bicycle parking would make downtown Freeport much more welcoming to bicyclists.

Add a crosswalk with a flashing warning light and signage to Mallet Drive

Project Score: 19 /33

Students move frequently by foot or bicycle between Freeport Middle School, Morse Street School, and Freeport High School. To do so requires crossing Mallet Drive. In conjunction with a few other trail/access improvements, it is recommended that Freeport work with PACTS and the Maine DOT to implement a high-visibility pedestrian crosswalk and flashing warning light at Mallet Drive. This project should be considered essential to the safety of school age children who are already making this trip and should therefore be prioritized in the short-term.



Improving bicycle safety along, and pedestrian safety across Mallet Drive would slow motorists and provide a safer way for students to move between Freeport’s downtown schools.

ALL 5 NORTH OF PORTLAND AREA COMMUNITIES

Expand Bicycle Parking in North of Portland Area Communities

Project Score: N/A

While specific needs will differ, it is recommended that all five communities in the North of Portland Area work with PACTS to discover specific locations for high quality bicycle parking facilities. Schools, commercial districts, civic buildings, and recreational destinations should be prioritized. The inverted-U rack is recommended to be the standard rack type.

SHORT-TERM RECOMMENDATIONS: COMPLETE STREETS POLICY

Increasing the viability of bicycling and walking in the North of Portland area will require the utilization of numerous strategies. These include, but are not limited to, organizing bicycling skills courses, launching motorist, pedestrian and bicyclist safety campaigns, promoting the benefits of bicycling and walking, supporting local bicycle and walking-centric events, utilizing social media and web-based advocacy communication tools, enforcing existing motor vehicle-bicyclist-pedestrian laws, and maintaining traditional communication strategies that position bicycling and walking as viable option for transportation and recreation.

All of these efforts will require a wide variety of collaborations amongst many actors. However, a single policy recommendation that each town could pursue is that of “Complete Streets.” Complete Streets policies are based on the premise that streets ought to be designed for everyone. Complete Streets ensure that transportation planners and engineers consistently design and operate the entire roadway with all potential users in mind - that includes public transportation vehicles and riders, bicyclists, and pedestrians of all ages and abilities.

According to the National Complete Streets Coalition, a comprehensive Complete Streets policy is one that:

- Includes a vision for how and why the community wants to complete its streets.
- Specifies that ‘all users’ includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.
- Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way.
- Makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions.
- Encourages street connectivity and aims to create a comprehensive, integrated, connected network for all modes.
- Is adoptable by all agencies to cover all roads.
- Directs the use of the latest and best design criteria and guidelines while recognizing the need for flexibility in balancing user needs.
- Directs that Complete Streets solutions will complement the context of the community.
- Establishes performance standards with measurable outcomes.
- Includes specific next steps for implementation of the policy.



This roadway includes bike lanes so that cyclists can ride safely. The raised median in the center provides for landscaping opportunities and gives pedestrians crossing the multi-lane road a safe place to wait in the middle. (Photo credit: Flickr, Complete Streets Coalition)



This complete street features a landscaped pedestrian refuge median with wide, well-marked crosswalks. Sidewalks and bike lanes make for safe and easy travel by bike or on foot. (Photo credit: Flickr, Complete Streets Coalition)



This main street from Hamburg, NY is built for all users, from pedestrians, to cyclists, to motorists looking for on-street parking to access shops and restaurants along the roadway. (Photo credit: Flickr, Complete Streets Coalition)

There are many resources available to assist communities in creating and adopting their own Complete Streets policies. The National Complete Streets Coalition website provides free resources, including a Local Policy Workbook to guide communities in this planning process.

North of Portland area communities can also look locally for shining examples. To date, three Maine municipalities have been recognized for their model complete streets policies by Smart Growth America, a national organization dedicated to improving communities through smart growth practices. Portland was recognized for creating one of the Best Complete Streets Policies of 2012, and Lewiston and Auburn were both recognized in the listing of the Best Complete Streets Policies of 2013.

ALL 5 NORTH OF PORTLAND AREA COMMUNITIES

Implement a Complete Streets policy in each of the North of Portland Area Communities

Project Score: N/A

It is recommended that all five communities in the North of Portland area adopt a Complete Streets Policy that makes sense given their unique land use, transportation, and political context. There is great potential for collaboration in this effort. All five communities can work from a similar policy framework based on Portland's and/or other successful models, and then make adjustments to their respective policy documents as needed.



This downtown area accommodates vehicle travel and on-street parking, but also provides wide side walks, curb extensions and visible crosswalks for pedestrians. (Photo credit: Flickr, Complete Streets Coalition)

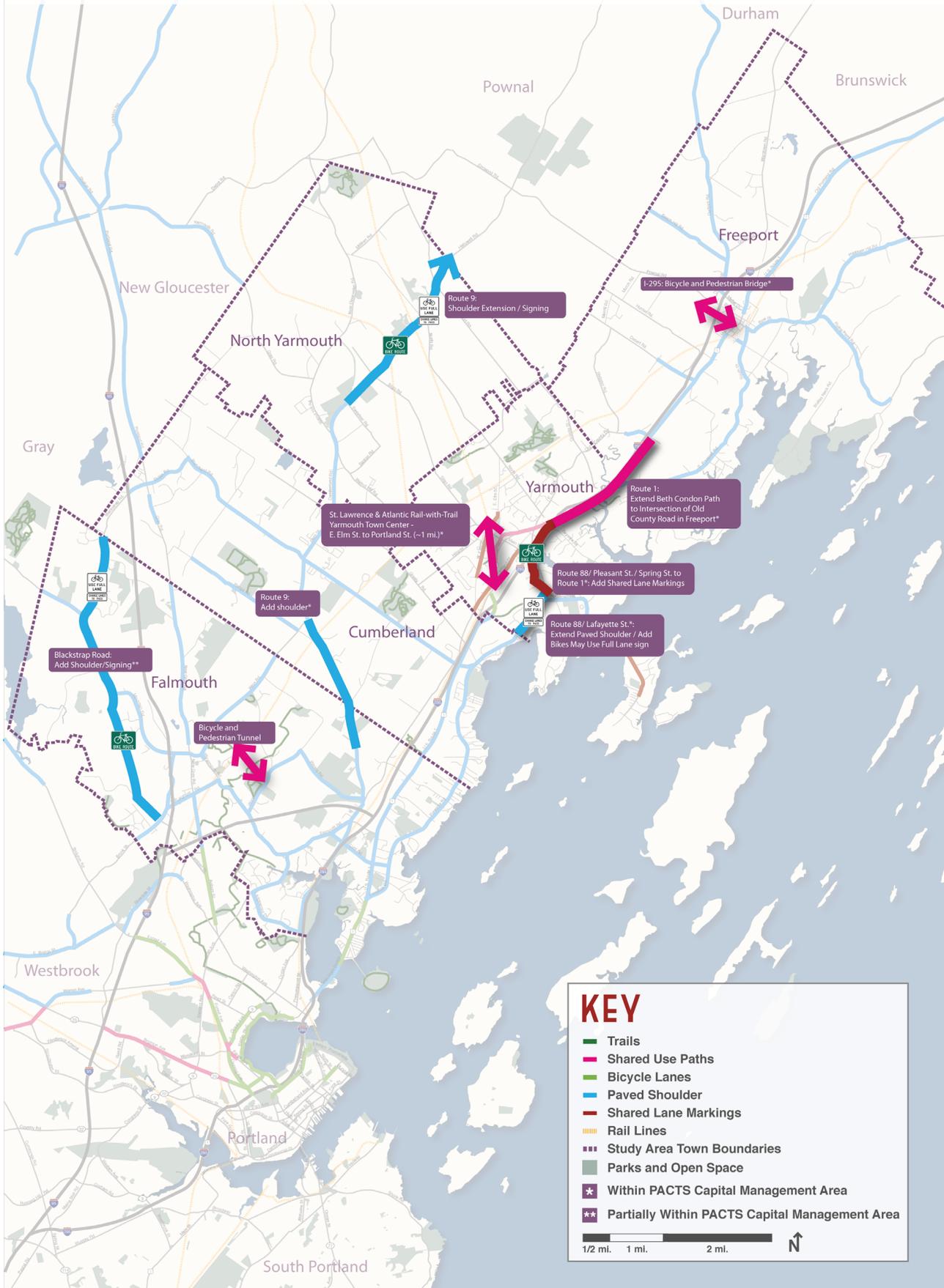


On this residential street, traffic volume is low and cars travel at a slow speed. Bikes and cars can share the travel lane, and there is a sidewalk for pedestrians on one side of the street. (Photo credit: Flickr, Complete Streets Coalition)



This downtown intersection features a bike lane, highly visible crosswalks and ADA-compliant sidewalks that are friendly to wheelchair users. (Photo credit: City of Charlotte DOT via Complete Streets Coalition)

PACTS - NORTH OF PORTLAND AREA PRIORITY PROJECTS (LONG-TERM)



LONG-TERM RECOMMENDATIONS: INFRASTRUCTURE AND FACILITIES

The long-term project recommendations of this plan are comprised of relatively expensive “big moves.” However, each one would be catalytic in providing increased connectivity for bicycle and pedestrian systems regionwide. There are numerous other projects that could be included in this possible list, however these are what emerged as key long-term priority projects from the North of Portland Area Bicycle and Pedestrian Plan process.

FALMOUTH

Add Paved Shoulders to Blackstrap Road

Project Score: 19/33

Blackstrap Road provides beautiful vistas and rolling terrain in a primarily rural section of Falmouth. This corridor also intersects in three places with the Falmouth trail system. Most notably this includes the trails of Blackstrap Hill Preserve. For these reasons and others, Blackstrap Road was named throughout the planning process as a road of local and regional importance. And given that Blackstrap Road in Cumberland is due for an upgrade, it is recommended that paved shoulders be added wherever possible.

Build a Bicycle and Pedestrian Bridge/Tunnel Over/Under Pan Am Railway

Project Score: 17/33

The Falmouth Schools complex is very close to the playing fields and trails found at Falmouth Community Park. However, the two are not connected because of the Pan Am Railway carrying Amtrak trains on a frequent basis. It is recommended that a connection - bridge or tunnel - be studied and eventually constructed between these two important recreational and civic amenities.

CUMBERLAND

Add Paved Shoulders to Route 9.

Project Score: 14/33

Route 9 is a corridor of regional significance connecting Portland, Falmouth, Cumberland, and North Yarmouth. It is recommended that a 4' paved shoulder be added to the approximate 2.75-mile stretch between Cumberland's Stockholm Drive and the existing paved shoulder on Route 9 in Falmouth .



Blackstrap Road in Falmouth.



The Pan Am Railway corridor blocks trail connections from Falmouth Schools Complex to Falmouth Community Park playing fields and trails.



Route 9 in North Yarmouth.



This section of the Atlantic & St. Lawrence Railway could one day feature a shared use path.

NORTH YARMOUTH

Add Paved Shoulders to Route 9

Project Score: 19/33

Route 9 serves as a major recreational corridor between North Yarmouth, Cumberland, Freeport, and Portland. Currently, sidewalks and paved shoulders currently serve much of the corridor through Cumberland and into North Yarmouth. However, they terminate just beyond the North Yarmouth Memorial School. It is recommended that these shoulders be extended to at least the North Yarmouth and Pownal town line.

YARMOUTH

Build a Shared Use Path Along the St. Lawrence & Atlantic Railway

Project Score: 21/33

During the planning process it was announced that the St. Lawrence & Atlantic Railway will no longer carry freight trains between Portland and Auburn. While the corridor could one day be repurposed to carry commuter passengers, an approximate one-mile segment in Yarmouth features enough right-of-way to create a shared use path located between Elm and Portland Street. This proposed path would link Royal River Park, downtown Yarmouth, the Beth Condon Trail, and the Town's middle and high schools.



Pleasant Street is already signed as a Bike Route alternative to a rather difficult section of Route 88.

Extend Paved Shoulder/ Add Shared Use Lane Markings / Signs along Route 88 to Route 1

Project Score: 22/33

The scenic Route 88 corridor features a wide shoulder used by bicyclists all over the Portland region. However, the facility disappears near the Cumberland/Yarmouth town line. It is recommended that the shoulder be extended to Yarmouth's Pleasant Street. From there, shared use lane marking should direct cyclists along the already marked Pleasant Street Bike Route until it rejoins Route 88. Finally, the shared use lane marking would be extended along Route 88 until it meets up with Route 1 and the Beth Condon Path extension project (See below).

YARMOUTH / FREEPORT

Extend The Beth Condon Path Along Route 1 to Freeport

Project Score: 18/33

At present the eastern reaches of the Beth Condon Path terminates before reaching the Route 1 and Interstate-295 interchange. It is recommended that the path be extended across and beyond the interstate and onward to the intersection of Route 1 and Old County Road. This extension will connect the two towns and link together a variety of destinations, including the well-used Casco Bay YMCA, which was frequently cited as a



destination of people in Yarmouth and Freeport.

[FREEPORT](#)

Build a Bicycle and Pedestrian Bridge Over I-295

Project Score: 20/33

Interstate 295 bisects Freeport, leaving only two bicycle and pedestrian *un*-friendly connections across the highway. While the Freeport Active Living Plan includes preliminary options for bridging the divide, it is recommended that further study be conducted and a preferred option be carried forward to implementation. This bridge could link to a shared use path on the west side of the Interstate, connecting downtown Freeport and the Hedgehog Mountain/Pownal Road/Hunter Road recreational facilities.

[ALL 5 NORTH OF PORTLAND AREA COMMUNITIES](#)

Restripe Roadways to Calm-Traffic

Most communities have residential, commercial, and rural roadways featuring overly wide travel lanes. As the short and long-term project are implemented, each of the five communities should also continue identifying roadways where narrower lane widths would slow traffic and provide more space for bicycling and walking.

East Coast Greenway

Finally, it's important to mention that numerous projects recommended in this Plan will enhance the north of Portland area segment of the East Coast Greenway. These projects include the upgrades to Route 1 in Falmouth, Route 88 in Cumberland and Yarmouth, and the Beth Condon Path extension from Yarmouth into Freeport.

WEST SIDE

TRAIL

WORK DAY

SAT 11/16

SANDY PT

BEACH 830

COLLABORATION

Making progress on this Plan will only occur through local, regional, and state cooperation. The following recommendations are intended to increase communication, expertise, and increase the speed of implementation.

- Continue developing local committees; designate at least one member as regional liaison to communicate across town lines on a consistent basis. This should include communication with not just the five towns included in this Plan, but all contiguous towns. For example, Freeport's leaders and advocates should not only speak with counterparts in Yarmouth, but also those in Brunswick, Pownal, and Durham.
- Use simple collaboration/social media communication tools to share ideas, initiatives and projects. Google and Facebook Groups are free and simple ways to build and advance awareness.
- Host a periodic North of Portland area community Biking and Walking "Summit" comprised of local community members, town and elected officials, and other stakeholders.
- Create a framework for regular communication between North of Portland area communities and adjacent communities.
 - Create a framework for PACTs staff to periodically discuss on-going studies and/or other opportunities for collaboration on bicycle and pedestrian-related improvements in the region. This discussion could be added to the agenda of existing monthly or quarterly meetings.
- Municipal and state budgets are perpetually strained. Thus, it will be necessary for advocates to work with town officials, and town officials to work with regional and state entities to prioritize those projects that include bicycle and walking infrastructure of local/regional significance.
- Volunteer your time. Great progress can be accomplished through low and zero cost volunteer efforts. Indeed, most of Falmouth and Yarmouth's growing trail networks are built and maintained by volunteers. Such efforts also increase social capital, which leads to stronger relationships regionally and better communication.
- Town officials and local/regional advocates should occasionally pursue education opportunities for volunteers and staff through conferences, continuing education, and trainings. Engaging in these activities will help bring national and regional best practices to local municipalities. Two opportunities are the annual New England Bike-Walk Summit and the Active Communities Conference. Learnings should then be shared through local communication, such as the online communication tools suggested above.
- Get out and bike and walk together! Hold monthly or bi-monthly walks and/or bike rides to different neighborhoods, trails, and parks. Fun, social, physical activity will increase collaboration and build communication networks while also identifying locations for additional improvements.

GO SLOW
Little Locals Playing



5. APPENDIX

PROJECT SCORING

Project scores for the Short and Long-Term Recommendations in this report were based on points awarded using a project prioritization matrix. The matrix included 11 categories, and each project was scored across all categories to arrive at a point total. Projects with the highest point totals reflect the highest level of favorable characteristics. The 11 categories are as follows:

- **Improves Safety:** Projects were awarded 1-3 points, based on their impact to safety (1 point for modest improvement, up to 3 points for major improvement). Projects at sites with a pedestrian-car collision in the past three years gained 2 additional points.
- **Provides Safe Routes to School:** Projects were awarded 1-3 points, based on their proximity to a school (1 point for location within 1 mile of a school, and up to 3 points for projects within .25 miles of a school).
- **Community Destinations:** Projects were awarded 1-3 points, based on their proximity to key community destinations (1 point for location within 1 mile of community destinations, and up to 3 points for projects within .25 miles of community destinations).
- **“Completes” The Street:** Projects were awarded 1-3 points, based on the extent to which they enhanced usability of the street for all users, including motorists, transit riders, cyclists and pedestrians of all ages and abilities. Projects gained 1 point for “completing the street” for a short length of a local street, and up to 3 points for “completing the street” for a significant length of a major roadway.
- **Impact on Traffic:** Projects were awarded 1-3 points, based on their potential impact to traffic, defined as a noticeable increase in congestion (1 point for projects with a significant impact on traffic, and up to 3 points for projects with no impact).
- **Increased Connectivity:** Projects were awarded 1-3 points, based on their distance from facilities or trails (1 point for location within .5 miles of a planned facility, and up to 3 points for projects within .25 miles of an existing facility).
- **Access to Transit:** Projects were awarded 1-3 points, based on their distance from a bus stop (1 point for location within .5 miles of a bus stop, and up to 3 points for projects with direct access to a bus stop). Projects that were over .5 miles from a bus stop did not earn any points in this category.
- **Public Input:** Projects were awarded 0-3 points, based on how frequently they were identified by the public as a desirable facility throughout the public outreach process for this report (0 points for a project that was not identified by the public, and up to 3 points for projects that were mentioned multiple times).
- **Ease of Implementation:** Projects were awarded 0-3 points, based on how easy they would be to implement (0 points for projects that would require extensive right-of-way negotiations with private property owners or expensive engineering, and up to 3 points for projects within the public right-of-way with low costs and minimal changes to traffic patterns).
- **Order-of-Magnitude Cost:** Projects were awarded 0-3 points, based on their cost (0 point for the costliest projects, and up to 3 points for projects estimated to cost less than \$50,000).
- **Curb Appeal:** Projects were awarded 0-2 points, based on their aesthetic value (0 points for a project that added little aesthetic value, and up to 2 points for projects that significantly beautified the surrounding area).

SAMPLE PROJECT PRIORITIZATION MATRIX

YARMOUTH MAIN STREET: SHARED USE LANE MARKINGS, BIKE ROUTE SIGNING, AND BIKE PARKING (SHORT TERM)		POINTS
IMPROVES SAFETY	Major improvement = 3	
	Significant improvement = 2	
	Modest improvement = 1	1
	Pedestrian-car collisions in the past three years = up to 2 additional points	unknown
PROVIDES SAFE ROUTES TO SCHOOL	Within .25 miles of school = 3	3
	Within .5 miles of school = 2	
	Within 1 mile of school = 1	
COMMUNITY DESTINATIONS (INCLUDING TOWN CENTERS)	Within .25 miles of destinations = 3	3
	Within .5 miles of destinations = 2	
	Within 1 mile of destinations = 1	
"COMPLETES" THE STREET	"Completing the street" for significant length of an arterial or collector roadway = 3	3
	"Completing the street" for short length of an arterial or collector roadway = 2	
	"Completing the street" for short length of a local street = 1	
IMPACT ON TRAFFIC	No impact = 3	3
	Some perceived impact (e.g. longer queues) = 2	
	Significant impact (e.g. signal operations, intersection capacity) = 1	
INCREASED CONNECTIVITY	Within .25 miles of an existing facility or trail = 3	3
	Within .5 miles of an existing facility or trail = 2	
	Within .5 miles of a planned facility = 1	
ACCESS TO TRANSIT	Within direct access of a bus stop = 3	
	Within .25 miles of a bus stop = 2	
	Within .5 miles of a bus stop = 1	
PUBLIC INPUT	Identified by the public as a desirable future facility multiple times = 2-3 (varies)	3
	Identified by the public as a desirable future facility once = 1	
	Not identified = 0	
EASE OF IMPLEMENTATION	Exclusively in the public right-of-way with few cost complications or changes to traffic patterns = 3	3
	Some modifications to curbs/traffic lanes required, use of private property and/or modest engineering challenges = 1-2	
	ROW negotiations/acquisition and sidewalks along multiple private properties required; expensive engineering required = 0	
ORDER-OF-MAGNITUDE COST	3 = <\$50,000 / 2 = < \$250,000 1 = <\$1,000,000 0 = > \$1,000,000	2
CURB APPEAL	'Gotta Have It! = 3 Very Desirable = 2 Desirable = 1 Ho-Hum = 0	1
POINT TOTAL		25

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STREETPLANS

PACTS

Portland Area Comprehensive Transportation System

April 28 Agenda Item 10

Attachments:

[1292014_Order_Budget.pdf / Adobe Acrobat Document](#)

Size: 24K Last Updated: 2014/4/24

Subject:	<p>Order to approve the FY15 Municipal and School Department Budgets in accordance with the Town of Falmouth Charter, Article 5, Sec 502.</p> <p>A public comment period will not be included with this item because a public hearing was held regarding this matter at an earlier date.</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>A copy of the Budget Order in a format required by the Charter is attached.</p> <p>The School Budget can be found on the School's website: click here.</p> <p>The Municipal Budget can be viewed here.</p>



**TOWN OF FALMOUTH
ORDER NO 129-2014**

ADOPT THE 2014-2015 GENERAL FUND BUDGET

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014, BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

Pursuant to Article V of the Falmouth Town Charter and to the relevant sections of Maine state statutes, the Falmouth Town Council hereby adopts the fiscal year 2014-2015 General Fund budget and appropriates the budgeted funds to the various departments as follows:

GENERAL FUND:

GENERAL GOVERNMENT	1,164,404
FINANCIAL ADMINISTRATION/DEBT SERVICE	1,348,743
PUBLIC SAFETY	3,814,500
PUBLIC WORKS	1,914,233
COMMUNITY DEVELOPMENT	556,533
COMMUNITY PROGRAMS & PARKS	391,572
OTHER AGENCIES / NON-DEPARTMENTAL	726,865
EDUCATION	31,694,981
TRANSFER TO COMMUNITY PROGRAMS SPECIAL REVENUE FUND	80,000
TRANSFER TO CAPITAL FUND	1,448,728
TOTAL GENERAL FUND OPERATING BUDGET	43,140,559

Attest: _____

**Ellen Planer
Town Clerk**

April 28 Agenda Item 11

Attachments:

[1302014_Ordinance_SpecAmusemnt.pdf / Adobe Acrobat Document](#)

Size: 74K Last Updated: 2014/4/24

[Ord_special_amusement.pdf / Adobe Acrobat Document](#)

Size: 140K Last Updated: 2014/1/22

[Council_IntroLetter_SAP.pdf / Adobe Acrobat Document](#)

Size: 84K Last Updated: 2014/1/15

Subject:	<p>Ordinance to amend the Falmouth Code of Ordinances regarding the notice requirements for a special amusement permit.</p> <p>A public comment period will not be included with this item because a public hearing was held regarding this matter at an earlier date.</p> <p>ACTION: Council action is anticipated.</p>
Summary:	<p>The amendment will allow abutters within 250 ft. to be notified when a special amusement permit for live music is being considered for approval.</p> <p>Per Sec. 8-65 (b) of the Code of Ordinance, The entertainment allowed under any class of permit provided for herein shall be conducted at a level which will limit the range of sound to a radius of two hundred (200) feet of the restaurant structure.</p> <p>Please find attached the introduction letter and the amendment language.</p>



TOWN OF FALMOUTH

ORDINANCE NO 130-2014

**An Ordinance Amending the Code of Ordinances
Regarding Special Amusements Permits**

Be it ordained by the Town Council of the Town of Falmouth, Maine in Town Council assembled, that the Falmouth Code of Ordinances be amended as follows:

Sec. 8-66. Hearing.

- (a) Prior to granting a special amusement permit, the town council shall hold a public hearing after receiving a completed application, at which hearing the testimony of the applicant and that of any interested members of the public shall be taken. Notice of the hearing shall be given a minimum of seven (7) days prior to such hearing to the general public by publication on the Town's website and in writing to the applicant and all abutters within 250 feet from the restaurant structure. The applicant shall pay the cost of the abutters notice.

Attest: _____

**Ellen Planer
Town Clerk
April 28, 2014**

TOWN COUNCIL
Town of Falmouth, Maine
February 10, 2014

An Ordinance Amending the Notice Requirements for Special Amusement Permits

Be it ordained by the Town Council of the Town of Falmouth, Maine in Town Council assembled, that the Falmouth Code of Ordinances be amended as follows:

Sec. 8-66. Hearing.

- (a) ~~Prior to granting a special amusement permit, T~~he town council shall, ~~prior to granting a special amusement permit and after reasonable notice to the town residents and the applicant,~~ hold a public hearing after receiving a completed application, at which hearing the testimony of the applicant and that of any interested members of the public shall be taken. Notice of the hearing shall be given a minimum of seven (7) days prior to such hearing to the general public by publication on the Town's website and in writing to the applicant and all abutters within 250 feet from the restaurant structure. The applicant shall pay the cost of the abutters notice.



January 14, 2014

TERESA PIERCE
CHAIR

Ms. Ellen Planer
Town Clerk
Falmouth Town Hall
271 Falmouth Road
Falmouth, ME 04105

KAREN FARBER
VICE CHAIR

Dear Ellen:

RUSS ANDERSON

I am pleased to introduce, in accordance with Article II, Section 213 of the Town Charter, language relative to proposed amendments to the Falmouth Code of Ordinances. The purpose of these amendments is to amend the notice requirements for Special Amusement Permits.

DAVID GOLDBERG

The amendment language is attached to this letter.

CLAUDIA KING

I hereby ask that you place this item on the next available agenda for a public hearing and that you properly post notices and advertise for a public hearing as required by the Charter.

SEAN MAHONEY

Sincerely yours,

Teresa Pierce

Falmouth Town Councilor

CHRIS ORESTIS

NATHAN A. POORE
TOWN MANAGER

ELLEN PLANER
TOWN CLERK

MELISSA TRYON
RECORDER

271 Falmouth Road • Falmouth, ME 04105
Telephone (207) 781-5253 • Fax (207) 781-3640
www.town.falmouth.me.us

April 28 Agenda Item 12

Attachments:

[1312014_Order_ScheduleBVRMeeting.pdf / Adobe Acrobat Document](#)

Size: 20K Last Updated: 2014/4/24

Subject:	<p>Order to schedule the Budget Validation Referendum's (BVR) statutory budget meeting to be held on Monday, May 12, 2014, as required by M.R.S.A.1485 & 1486.</p> <p>A public comment period will be included with this item. (3 minutes per person)</p> <p>ACTION: Town Council action is anticipated</p>
Summary:	<p>A copy of the order is attached.</p>



TOWN OF FALMOUTH

ORDER NO 131-2014

SCHEDULE A PUBLIC HEARING

BE IT HEREBY ORDERED THIS 28th DAY OF APRIL, 2014 BY THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN COUNCIL ASSEMBLED:

To schedule the Budget Validation Referendum's (BVR) statutory budget meeting to be held on Monday, May 12, 2014, as required by M.R.S.A.1485 & 1486.

Attest: _____
Ellen Planer
Town Clerk