

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

2015

April 26, 2016

Ad-hoc Zoning Committee

Members: Stan Given (co-chair), Karen Farber (co-chair), Steve Decrosta, Rachel Reed, Bill Lunt, Jim Thibodeau, Tim Nolan, Aaron Svedlow, and David McConnell.

Staff Liaisons: Amanda Stearns, Ethan Croce and Justin Brown.

The Ad-hoc Zoning Committee was created by the Town Council in August of 2013 to work with staff on an administrative rewrite of the Zoning and Subdivision Ordinances.

As an excerpt from the committee charge states:

Assist the Community Development Committee (CDC) and Planning staff on the completion of an administrative rewrite of the Zoning and Site Plan Review Ordinance and the Subdivision Ordinance (Ordinance) within one year of appointment, with an emphasis on the simplification, clarification and ease of use of the Ordinances.

Implement policy decisions of the Council and CDC regarding land use regulatory policies that have an impact on the administrative rewrite.

Research and analyze methods of simplifying and clarifying the existing ordinances and make recommendations to the CDC.

Provide recommendations to the Community Development Committee regarding conflicts in the ordinances that require policy decisions.

Significant accomplishments, completed tasks, unfinished projects/tasks.

Progress continued in 2015 with enCode completing the first half of the rewrite as well as some policy work by the committee on use terms and definitions. It was apparent during the last quarter that the year that the complexity of the work was such that additional funds are required to finish the project. The Council approved an additional \$35,000 to complete the project.

Goals or a work plan for the ensuing year.

This project is targeted for completion within calendar 2016. However, meeting this will require availability of staff to complete in-house portions of the project.

Board of Assessment Review and Sewer Appeals (BAR)

Members: Richard Olson (Chair), Lois Lengyel (Secretary), Tim O'Donovan, and William Lunt. There is one vacancy.

Staff Liaison: Lisa Sangillo, BAR Administrative Assistant; Renee Lachapelle, Assessor*

2015 Accomplishments

The Board did not have any appeals in 2015.

Summary of ongoing duties, tasks, charge, etc.

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

Goals or a work plan for the ensuing year

- The Board's role is primarily reactive and adjudicatory, but we hope to continue to make the process transparent, equitable and user friendly to all parties who come before the BAR.
- The Board is seeking a new Board member.

Budget Request

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

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

Community Park Connector Committee

Members: John Adelman, Justin Beauregard, David Gagnon, John Low, Steve Melchiskey, Daniel Pearl, Deborah Wentworth.

Council Liaison: Caleb Hemphill

Staff Liaison: Lucky D'Ascanio

Our first meeting was held on April 1st. We reviewed previous preliminary plans to construct a tunnel underneath the railroad tracks that bisect the route between the school campus and Community Park. Due to the high cost of this approach other alternatives were reviewed as well, including an at-grade crossing as well as a bridge over the tracks.

Discussions with the MDOT confirmed that an at-grade surface crossing was unlikely and the efforts of Gorrill-Palmer were once again requested to provide a conceptual profile for possible construction of a bridge. The preliminary analysis of the site identifies challenging grades at the track crossing and the need for long approach ramps. The long approach ramps are necessary to safely accommodate various modes of transportation (bicycles, walking, snowmobile, etc.) and to be compliant with ADA standards for new construction.

In November the committee, with the assistance of a graduate student at the Muskie Institute, developed a presentation for the Town Council. At a Town Council meeting, the committee expressed the need for additional funding to continue its effort. The committee held additional meetings with property abutters and reviewed existing easements on properties within the proposed project area. The committee will approach the Town Council to request a total of \$30,000 to move forward with the project. Approximately \$20,000 of the additional funding will be used for additional engineering estimates:

- Enhance the current bridge design so that approaches are ADA compliant.
- Enhance the current bridge design so that approaches and entire trail from end to end is ADA compliant.

Approximately \$10,000 of the requested funds will be used to retain a grant consultant in an effort to secure funding from outside sources. The committee is now in favor of "Transportation Corridor" approach to the project, which will include the entire trail as ADA compliant. By using this approach, additional funding sources may be available that otherwise wouldn't if only the bridge and approaches are ADA compliant.

A fully ADA compliant trail/bridge would certainly have a higher total cost, however the net cost to the Town of Falmouth and its taxpayers may be less than a non-ADA compliant project. After meeting with the abutters we will be in a position to either continue brainstorming for creative ideas or proceed with a formal request of the Town Council for the funding necessary to determine the feasibility of the project.

Conservation Commission

Members: Sarah Boudreau, Paul Burlin, Steve DeCrosta, Susan Gilpin, Aaron Svedlow, Jerry Goodall (Co-Chair), Nancy Lightbody (Co-Chair)

Council Liaison: Caleb Hemphill

Staff Liaison: Amanda Stearns

Significant accomplishments, completed tasks, unfinished projects/tasks.

- Ongoing discussions of how the FCC can best **support the goals and implementation of Falmouth's Comprehensive Plan**, with input from our liaison with the Town Council, the Community Development Committee, our staff liaison, the Director of Long-Range Planning, the Community Development Director, and Town Council members.
As a result, the FCC should try to (in no particular order)
 - Work toward quality open space;
 - Educate citizens about the dangers of invasive plants and need for their removal;
 - Review the Town's zoning ordinance to protect wetlands as necessary;
 - Educate citizens about nonpoint pollution sources and possible ways to stem stormwater runoff, including information about sea level rise and erosion; and
 - Evaluate significant natural resources in rural areas and amend the Land Use Ordinances as necessary.
- Provided written comments to the CDC and LPAC in support of the proposed land use policies to **implement the Comprehensive Plan** and their work to refine the boundaries of the designated growth and designated rural areas in the Town.
- **Updated the FCC mission statement, which was approved by the Town Council.** The FCC updated, simplified, and removed any overlapping of responsibilities in order to strike a balance among the powers and duties described in the law of the State of Maine, the strategies of the Comprehensive Plan, and the duties of LMAC.
- **Created a leaflet to educate the public about the capabilities of the FCC and the website.** This handout is a bridge and a reminder to visit the website. Work on updating the FCC website is being done in conjunction with a Falmouth High School student and the Service Club.
- **Stormwater**
 - Provided on-going support for town NPDES permit.
 - Attended and testified at a legislative hearing about the dangers of coal tar use.
- **Invasive Species**

Continued to coordinate activities with the town ombudsman (Bob Shafto), as invasive species are also present on town-owned property and along roadsides.

 - Conducted a successful pilot study in which a commercial invasive control company treated thousands of invasive terrestrial plants on Town roadsides and Town land in West Falmouth. This project was approved by the Town Council and was preceded by mailings to West Falmouth landowners and an informational meeting at the Falmouth Memorial Library on June 15. A dozen landowners chose to pay a fee to have their own properties treated. In September 2016, this project will be continued in the middle section of Falmouth as will the re-treatment of several areas in West Falmouth.
 - March 5: FCC member gave a presentation about the management of invasive plants to a neighborhood group at the Falmouth Memorial Library.

- Set up a table with information and sample cuttings from invasive plants at the polls on June 9 and November 3. “Invasive-Free Falmouth” decals and updated informational flyers were handed out.
- Held an informational invasives workshop at the Falmouth Memorial Library on June 18.
- The *Northern Forecaster* mentioned Falmouth’s anti-invasive campaign in its issues on May 7 and October 22.
- Displayed at three local garden centers during the summer the cloth poster with information about invasive plants.
- Continued partnerships with Maine Audubon and local garden centers.
- **Planning Board Support**
Performed monthly reviews of Planning Board development projects that have potential conservation resource issues, attended several meetings, and submitted a letter about a proposed subdivision.
- **Land Management & Acquisition Committee (LMAC) Support**
 - A representative from the FCC is a member of LMAC.
 - Supported LMAC with comments on the Harvest Plans for Woods Road and Blackstrap Hill Community Forests.
 - Undertook a plan for Breeding Bird Surveys (BBS) in the spring on three town properties to evaluate the impact of timber harvesting and different types of habitat on species diversity.
- **Vernal Pools**
 - Commission members joined the walk to learn, explore, and help mark vernal pools.
 - Continued to gather information, define issues, and plan how to go forward in updating the list of Falmouth’s vernal pools.
- **Ad Hoc Zoning Committee**
Recommended a representative from the FCC to represent the Commission.
- **Ad Hoc Route 100 Committee**
Recommended a representative from the FCC to represent the Commission.
- **Ad Hoc Route 1 North Committee**
Recommended a representative from the FCC to represent the Commission.
- **Additional meetings attended**
 - January 13: Falmouth Economic Development Strategy Conversation
 - October 13: Casco Bay Estuary Project seminar: “Our Changing Coast”

Summary of ongoing duties, tasks, charge, etc.

1. Purpose
The Conservation Commission shall strive to protect the natural resources of Falmouth and improve the Town’s ecological integrity and wildlife diversity. It shall increase public awareness of the intrinsic value of the Town’s natural resources and shall work to study and conserve them.
2. Duties
Research and Recommendations
 - a. The Conservation Commission shall conduct research and give advice as to the protection of the natural resources located within the Town, including fresh and coastal waters.

- b. The Commission shall prepare and keep an index of all sensitive natural resources on publicly or privately owned lands within the Town, including but not limited to open marshlands, swamps, and other wetlands for the purpose of assimilating and retaining information pertinent to the proper protection of such open areas.
- c. The Commission may recommend to the Town Council or any municipal body or board or body (private, politic or public) actions or a program to better protect, conserve, minimize impacts to, or increase the understanding of, natural resources.

Cooperation and Collaboration

- a. Internal: The Conservation Commission shall work cooperatively with Parks and Community Programs, Public Works, and the Land Management and Acquisition Committee in terms of its duties, powers, and functions.
- b. External: The Commission shall seek to coordinate its activities with existing state and municipal agencies, commissions, departments, and conservation bodies organized for similar purposes.

Education and Public Awareness

The Conservation Commission may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets that in its judgment it deems necessary. The Conservation Commission may hold public awareness and education campaigns on Town-owned properties or in coordination with other Town entities.

Record Keeping

The Conservation Commission shall keep records of its meetings and activities and make an annual report to the Town.

Expenditures

The Conservation Commission shall prepare an annual budget and may employ such personnel as may be approved by the Town Manager.

Goals or a work plan for the ensuing year.

- Continue implementation of the Comprehensive Plan actions relating to the Conservation Commission.
- Support the ongoing activities of the subcommittees:
 - **Stormwater**
 - **Invasive Species**
 - **Planning Board Support**
 - **Land Management & Acquisition Committee**
 - **Vernal Pools**
 - **Update of Website**
 - **Ad Hoc Zoning Committee**
 - **Ad Hoc Route 100 Committee**
 - **Ad Hoc Route 1 North Committee**
- Continue existing efforts to eradicate existing invasives on Town land and along roadside rights of way. Undertake pilot study with a commercial invasive control company in the middle section of the Town.
- Adopt Town policies and practices that will reduce the introduction and spread of invasives.
- Hold an informational invasives workshop at the Falmouth Memorial Library.
- Begin updating Town ordinances in terms of the list of plants prohibited from use in subdivision landscaping.
- Begin looking into requiring invasive-free fill or an invasive management plan for subdivisions, as recommended by the Town Planner.
- Begin work updating the index of all sensitive natural resources within the Town per the recently revised Mission.

- Plan details for a program to educate property owners regarding non-point pollution sources, septic systems, and watersheds.
- Begin to assess the adequacy of current wetlands protection.
- Continue work on a plan for evaluation of water quality in Mussel Cove.

Budget request

To accomplish its ongoing duties and tasks, the Conservation Commission respectfully requests **\$16,500** for the upcoming fiscal year:

Printing and miscellaneous expenses associated with invasives education:	\$ 1,500
Removal of invasives on selected Town roadside rights of way and Town land through continuation of a pilot study with a commercial invasive control company:	\$ 15,000
TOTAL	\$16,500

Falmouth Economic Improvement Committee (FEIC)

Members: Bill Lunt (Chair), Phil Bixby (first part, Vice Chair), Anne Theriault, Sandra Lipsey, Janice DeLima, Pamela DiPietro Hale, Dimitri Balatsos (2), Chris Wasileski, Luc Walker

Council Liaison: Charlie McBrady

Staff Liaisons: Nathan Poore, Theo Holtwijk

Charge

The Falmouth Economic Improvement Committee (FEIC) shall:

- Encourage and promote economic development within the town consistent with other ordinances and policies.
- Undertake and support activities aimed at enhancing the economic well-being of the community by the promotion of a sustainable economy which will retain and create quality employment opportunities and a broadened tax base for the town and its residents.
- Provide advisory assistance to the town manager and town council for matters pertaining to economic development including but not limited to policy development, strategic planning, and land use.
- Develop guidelines and recommendations in such areas related to economic development including but not limited to business retention, business attraction, workforce development, the development of infrastructure necessary to support economic growth, redevelopment, and business development.
- Work with other public and private entities and staff to promote the economic well being of the community and perform such other functions as may be appropriate to achieve such goals.
- Assist the town council with implementation of the 2015 Economic Development Strategy for the town, and review this plan every three (3) years.
- Participate in regional economic development efforts.

Accomplishments in 2015

- Met 15 times in 2015
- Conducted a Public Forum on January 13
- Developed priority projects for the Economic Development Strategy
- Conducted a Public Forum on April 14
- Developed a work plan to implement the Economic Development Strategy
- Finalized Falmouth Economic Development Strategy
- Recommended the Strategy report to Town Council
- Recommend amendment to FEIC membership to nine members
- Developed approach to permit survey for recent applicants
- Assisted with 4th annual Shop Falmouth event

Summary of Ongoing Duties

Other tasks as assigned by Town Council

Goals for 2016

Item ED 4 of Council 2015-16 Annual Work Plan, November 25, 2015: Create a feedback system to allow for improvements in the site plan review process. This may take the form of a survey that is provided to all businesses that go through the application process. Implement suggestions as feasible. Specific improvements may include improving staff customer service skills and project tracking systems.

Harbor/Waterfront Committee

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

Council Liaison: Claudia King

Staff Liaison: Al Twombly

2015 Accomplishments

- Approving 10 additional rental mooring for Handy Boat Service
- Continued to work with administration to fill the vacant committee position
- Discussions about types of dinghies and motor because of overcrowding and damage to dinghies

Summary of Ongoing Duties

- Continue to work with harbor staff to effectively manage harbor
- Continue to monitor dinghy types and numbers
- Continue to work with administration to fill the vacant Harbor Committee position

Human Services Committee

Members: Jane Sudds, Nancy Lightbody and Diane Moore.

Council Liaison: Claudia King

Staff Liaison: Ellen Planer

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

Announcement

Jane Sudds, a member of the Human Services Committee for 18 years, has unfortunately decided not to be re-appointed. Jane's leadership on this committee, her in-depth knowledge of area social service agencies and her dedication to the needs of Falmouth citizens will certainly be missed.

2015 Accomplishments

The Human Services Committee distributed \$19,000 among twelve social service agencies which is less than 1% (one percent) of the actual costs provided to 1,516 Falmouth residents.

- American Red Cross of Southern Maine
- Community Dental
- Day One
- Family Crisis Services
- Home Health Visiting Nurses
- Hospice of Southern Maine
- Maine Behavioral Healthcare (Formerly Community Counseling)
- The Opportunity Alliance
- Regional Transportation Program
- Sexual Assault Response Services of Southern Maine
- Southern Maine Agency on Aging
- VNA Home Health and Hospice

Goals for 2016

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

Budget Request

The budget request is \$20,000.

Land Management & Acquisition Committee (LMAC)

Members: David Gagnon, Fred Masciangelo, Ted Asherman, Ed Braley, Aaron Svedlow

Council Liaison: Claudia King

Staff Liaison: Lucky D'Ascanio, Bob Shafto (Ombudsman)

Significant accomplishments, completed tasks, unfinished projects/tasks

- Falmouth trails were recognized by *Downeast Magazine* as the “Best of the Best.” Falmouth was also awarded a 2015 “Landowner of the Year” award by the Maine Department of Inland Fisheries & Wildlife in recognition of its land management efforts.
- One hundred acres of open space land were added to the North Falmouth Community Forest in August with a purchase financed by a 2014 grant awarded by the U.S. Forest Service’s Community Forest Program. The town contributed the other half of the funds required for this purchase, with the hope that these funds will be reimbursed via our 2014 Land for Maine Future grant should those funds ever be released. We received donations from the Falmouth Lions Club (\$500) and Walmart (\$1,000) in support of the Falmouth Conservation Corps projects. We were also awarded an \$80,000 Land & Water Conservation Fund grant for acquisition of a property on Mast Road. That purchase agreement later fell through and the grant award was declined.
- Twenty-four acres of new conservation land abutting the Hardy Road Conservation Area were acquired through an agreement with the developer of a new sub-division on Hardy Road. That property includes a small pond and the historic Leighton burial crypt. It also abuts other town-owned land to the east.
- An \$8,041 Recreational Trails Grant was received to establish a handicapped accessible trail in Woods Road Community Forest. That quarter-mile trail was constructed in July, the first such trail in our trail system.
- The amount of time volunteered by Falmouth Conservation Corps members declined significantly this year, from 1,030 hours of time last year to 282 hours this year. This reflects the fact that our trail system is now nearly fully built out. Maintaining the trails requires much less effort, by smaller work parties, than building new trails.
- Constructed 0.9 miles of new trail in the upper region of North Falmouth Community Forest, including a connection made to existing trails in Windham’s abutting Lowell Preserve. That connection allows hikers and bikers on the Cross Falmouth Trail to extend their journey another 1.5 miles to the Windham Fire Station on Babbidge [Falmouth] Road. Another quarter mile new trail was constructed in the Hardy Road Conservation Area.
- Constructed a new 0.8-mile entry trail from Longwoods Road into Woods Road Community Forest. That work reestablished an overgrown trail laid out when the Cornerstone subdivision was built in 1995. An existing unused parking area dating from the same era was reestablished as well.
- Constructed a hand-carry boat launch ramp to the East Branch of the Piscataqua River on Falmouth Road and cleared fallen trees from the river west of the Field Road bridge. Much more tree clearing will be necessary in 2016 to re-open the river to canoe or kayak travel.
- Eradicated thousands of invasive plants – honeysuckle, bittersweet, buckthorn, multiflora rose, knotweed, and barberry – on various conservation properties, including the East Branch, River Point, Hardy Road Conservation Areas and Blackstrap Hill, Woods Road, Hadlock and North Falmouth Community Forests. Some of this work was done by volunteers; other as part of the Conservation Commission’s contract with Vegetation Control Services.
- Prepared a letter to send to all landowners abutting town conservation properties soliciting their help in monitoring these properties and reminding them of prohibited activities on town land. That letter will be sent in January 2016.
- Issues with pets on our public lands were discussed at length in multiple LMAC meetings. LMAC’s proposal to host a public meeting on this issue was approved by the Council. That meeting will be held in 2016. The problems with pets are piling up and can no longer be ignored.

- With considerable help from the Parks staff, we fully implemented the vegetation management plan for River Point. That work involved bush hogging four areas of that property to retain their grassland habitat type. Portions of these fields were rapidly growing into forest.
- Our open space acquisition rating guide was revised to include points awarded for properties that lie within the Rural Area designated in the town's 2014 Comprehensive Plan.
- Continued to promote a bird migration research project conducted at River Point Conservation Area by the Biodiversity Research Institute. Also conducted a breeding bird survey on portions of Woods Road, Blackstrap Hill, & North Falmouth Community Forest and River Point Conservation Area. Results of that survey are still being compiled. Brush piles to foster New England cottontail rabbit and other wildlife populations were built in our River Point and North Falmouth properties.
- Hosted a well-attended woodcock mating flight field trip through Parks and Community Programs and led by the Biodiversity Research Institute at River Point.
- The Council approved the placement of an easement on the 24-acre former Stillings parcel on Blackstrap Road. The Falmouth Land Trust accepted the easement without payment of a stewardship fee, pending release of the LMF funds. Those funds would include a stewardship fee for this and two other parcels included in the LMF agreement.
- Managed a forest harvesting operation in Woods Road Community Forest to create more understory browse in order to provide a winter source of food for deer in that state-designated Deer Wintering Area. A public meeting and field trip were conducted to acquaint the public with that operation.
- The Council, after considerable debate and a presentation by Maine Natural Areas Program forest ecologist Andy Cutko, approved a forest management plan for a portion of Blackstrap Hill Community Forest. That work, designed to create more early successional habitat and improve forest health, will be done in 2016.
- The new River Point Conservation Area bridge was dedicated in June with a well attended ribbon cutting ceremony. The new bridge now makes this property safely accessible by service vehicles and pedestrians once again, enabling the kind of management work cited above.
- The Council declined LMAC's recommendation that we submit another US Forest Service grant to acquire a ±35 acre property abutting North Falmouth Community Forest that the committee had rated highly as an acquisition target. They supported the acquisition itself, but were uncomfortable funding it given that there is not a plan in place to fund acquisitions over the long haul. The Committee will develop and submit such a plan in 2016.

Summary of ongoing duties, tasks, charge, etc.

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

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

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

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

Goals or a work plan for 2016

- Construct an enhanced mobility accessible trail in the Suckfish Brook Conservation Area that would give people with limited mobility access to the beaver pond overlook.
- Harden areas of existing trails that need attention and place more benches along existing trails.
- Construct new parking areas at trailheads on Blackstrap and Field Roads, and post trail-crossing signs at key trail-road intersections, to alleviate safety concerns.
- Implement the Blackstrap Hill forest management plan.
- Demolish the house at River Point Conservation Area that is in poor condition and has become an attractive nuisance for vandals.
- Build a new entry trail at the Hurricane Road entrance to Blackstrap Hill Community Forest to alleviate the level of use the River Trail in that area receives. CMP permission will be required for this project.
- Clear obstructing fallen trees along the East Branch to open up the canoe trail along that river.
- Actively pursue acquisition of additional conservation land that meets *The Greening of Falmouth* and Comprehensive Plan goals.
- Continue to kill invasives plants on various town conservation properties, with particular attention to the harvest areas in Woods Road and Blackstrap Hill Community Forests.
- Develop a new financial plan for acquisitions.
- Continue to inform the public about our work.

Budget request

- Ombudsman: \$55,000 • Acquisition Fund: \$300,000 • Land Management Fund: \$18,000

Long Range Planning Advisory Committee (LPAC)

Regular Members: Sam Rudman (Chair), Sandra Lipsey (Vice Chair), Paul Bergkamp, Kurt Klebe, Jim Thibodeau, Erin Mancini, Bill Benzing (Planning Board representative, first part), and Tom McKeon (Planning Board Representative, second part)

Council Liaison: Claudia King (first part), Karen Farber (second part)

Staff Liaison: Theo Holtwijk

LPAC is the primary advisory committee to the Council on long range planning. Its current work consists of assisting the Town Council and Community Development Committee with recommendations for implementation of the Comprehensive Plan.

2015 Accomplishments

- Met 9 times
- Completed recommendations for Growth Area Concepts
- Conducted a February 26 Public Forum with CDC
- Reviewed initial work on West Falmouth Sewer Master Plan by Wright-Pierce
- Prepared recommendations for Year 2 Assignments
- Met with CDC to review Growth Area recommendations
- Reviewed current Resource Conservation Zoning Overlay (RCZO) rules and recent RCZO developments
- Met with Ethan Croce and Bob Shafto regarding Resource Conservation Zoning Overlay rules

Summary of Ongoing Duties

- The committee is continuing to work on recommendations for Resource Conservation Zoning and provide input on the West Falmouth Sewer Master Plan.
- In addition the Committee will work on specific assignments from the Council regarding implementation of the Comprehensive Plan.

Goals for 2016

- Goals for 2016 follow the 2015-16 Council Work Plan, November 25, 2015: CP 36, 37, 64, and 65
- The committee also plans to take up a review of street standards.
- Other goals are dependent upon Council assignments.

Budget Request

In-house staff will provide the majority of support for this project.

Parks and Community Programs Advisory Committee (PAC-PAC)

Members: Chair Karen Jones, Vice Chair Janet Lane-Dye, Dominic Sette-Ducati, Melanie Collins, Andrea Mittleider, Sally Bitan, and Daniel Smith,

Council Liaison: Russ Anderson

Staff Liaison: Lucky D'Ascanio

2015 Accomplishments

- The committee was at full member capacity for the year.
- The committee was pleased with the separation and upgrades completed at the Motz building and also their new meeting space. In May, many committee members attended the Open House of the Mason-Motz Activity Center to assist staff with tours.
- The committee acknowledged the ongoing problem of dog walking/cleanup at the parks, specifically those off Rte. 88 and Community Park and began discussions on how to combat the issues.
- In June, the committee was invited to an informative tour of the town parks. Lead by Parks Supervisor, Jeff Mason, it focused on the Foreside and parts of West Falmouth including Village, Phillips, Pine Grove, Nature Preserve, Woods Road Community Forest, Longwoods Trail Access, Town Forest, Huston Park and Hurricane Valley Farm.
- In November, the committee invited Ocean View Representatives to share their vision for re-purposing the Plummer Building.
- Several committee members volunteered at the Annual Community Supper and the Tree Lighting at Village Park.

Summary of Ongoing duties

- At each PAC-PAC meeting we hear reports from the Parks Division and Community Programs Department, have discussions, provide feedback and make recommendations regarding concerns which arise, or are brought to the committee's attention by any member of the community.
- Three times each year we review the Community Programs Brochures (Winter/Spring, Summer & Fall) and make recommendations for additional course offerings.

Goals for 2016

- Continue to offer yearly Facilities/Parks & Open Space Tour for committee members
- Continue to work cooperatively with the LMAC with regard to Pets in Parks & Public Lands possible ordinance changes
- Review and revise the committee work plan

Planning Board

Members: Jay Chace (Chair), William Benzing (Vice-Chair), Thomas McKeon, Rudy Israel, Chris Hickey, Jason Cole

Staff Liaison: Ethan Croce

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

2015 Accomplishments

- Conducted 11 meetings, processed 40 development applications and issued 25 approvals to applicants.
- Held seven public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- Some of the more noteworthy approvals granted in 2015 include:
 - Site plan approval for a new 5,000 square foot restaurant with outdoor dining in Tidewater Village.
 - Site plan approval for a new 51,000 square foot self-storage facility at 430 US Route 1.
 - Site plan approval for a new wastewater pump station at 138 Foreside Road.
 - Site plan approval for a new 1,800 square foot office building at 91 Johnson Road.
 - Final Subdivision Approval for the seven-lot Grove Forel Baek Subdivision on Hardy Road.
 - Seven Shoreland Zone approvals.

Summary of Ongoing Duties

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

Goals for the ensuing year

N/A

Budget Request

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

Recycling and Energy Advisory Committee

Members: Andy Jones (Chair), Cathy Nichols (Co-Chair), Peter Dootz, Pete LaFond and Chris Malley
Council Liaison: Caleb Hemphill
Staff Liaison: Kimberly Darling

Mission Statement

REAC aims to save energy dollars and reduce green-house gas emissions, while moving toward more sustainable forms of energy in both the public and private sectors in Falmouth.

REAC continues to have an active membership that is committed to helping Falmouth reduce its dependence on fossil fuels and to become a more sustainable community. The addition of the full-time Energy & Sustainability Coordinator as of July 2015,, has been a true benefit to the committee. The committee met 11 times in 2015.

2015 Accomplishments

- Developed a monthly REAC newsletter and distributed to a mailing list of over 180 town residents. The newsletters provide energy news, a listing of local monthly events, along with energy saving tips and “did you know...” facts on energy and sustainable living.
- Identified contractors, auditors, and other businesses in the field of home energy and sustainability for the 2015 Home Energy Savings Fair which was held in Falmouth at the LEED- certified Elementary School. The free event is an informal yet educational experience for attendees and brings over 100 attendees each year. Residential energy savings has been a focus for us as it accounts for 43% of our community footprint (2007) and represents a significant expense for home owners.
- Hosted movie nights at the Falmouth Memorial Library.
- Continued the development of the Town’s Energy database—including school and municipal buildings as well as the entire municipal vehicle fleet.
- The Energy & Sustainability Coordinator re-collected the original 2007 baseline data to ensure accuracy to compare to present years, to determine emission reduction goals and targets.
- Provided educational information to town residents at town election events.
- Developed a policy tailored to the needs of Falmouth regarding the regulation of single-use shopping bags. Work involved extensive outreach and interviews to the business community in town, as well as collaboration with other groups such as the Surfriders Foundation and the Natural Resources Council of Maine.
- Worked with the Ordinance Committee to develop and finalize a policy regarding single-use plastic and paper bag regulation for Falmouth, effective April 1, 2016.
- Applied for and was awarded a \$500 grant from the Natural Resources Council of Maine. The money awarded was used to source and purchase reusable shopping bags that are made from recycled materials and made in the US. The bags are being distributed to the town’s volunteers on all boards and committees. The remaining bags are likely to be given out to town staff.
- Provided reusable shopping bags to attendees at the annual Shop Falmouth event.
- Conducted a litter clean up on Gray Road in town.
- Developed subcommittees with REAC members to distribute tasks and accomplish high priority projects.
- Energy & Sustainability Coordinator has been working with the Curriculum Director at the School Department to incorporate the needs of their department in the town-wide Energy Plan.
- Began exploring the potential of developing a large scale solar array on the town’s capped landfill on Woods Rd. This work has involved collaboration with other municipalities such as Rockland and South Portland who are also interested in similar projects. Energy & Sustainability Coordinator has worked closely with the Public Works Director to develop project timelines and schedule and attend meetings, to better understand the necessary tasks in moving this project forward.

- Began composting program at Town Hall; also assisted the Falmouth Food Pantry in the implementation of a composting program at their facility.
- Worked with the Greater Portland Council of Governments (GPCOG) to install a Level II electric vehicle charging station at Town Hall, at no cost to the Town. Also worked with the School Department to install a charging station at their department as well.
- Began a two year lease with Lee Nissan for an all electric Nissan Leaf, which the Codes Enforcement officer drives daily.

Summary of ongoing duties:

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

Goals for 2016

- Continue outreach efforts—The 2016 Home Energy Savings Fair to include more business energy-saving options; tabling at town events; movie nights and discussions at the Falmouth Memorial Library; storm-window/DIY home energy workshops; and explore programs that could be offered at the Mason-Motz Activity Center.
- Continue education campaign for the shopping bag ordinance—effective April 1, 2016.
- Committee members will vote on high priority recommendations to incorporate within the town-wide Energy Plan.
- REAC will finalize the current draft of the town-wide Energy Plan and will present it to the Town Council soon after completion.
- Develop subcommittee to implement the high priority recommendations the committee wishes to pursue, with Town Council endorsement.
- Continue to publish monthly REAC newsletters for town residents.
- Energy & Sustainability Coordinator will be working directly with the business community to assist in the implementation of energy efficiency and waste reduction practices.
- Work to promote the new recycling collection programs offered at the Transfer Station—which include paint collection and compost collection.
- Explore the options of curb-side compost collection for Falmouth residents.
- Continue composting program at Town Hall; research the implementation of a similar program in other town departments.
- Conduct additional litter clean ups in town.

Budget Request

- Education and outreach events—\$500
- Home Energy Fair--\$1,000

Total estimated budget request—\$1,500

Route 100 Vision Committee (ad-hoc)

Members: Andrea Ferrante (Chair), Joe McDonnell (Vice Chair), Sarah Boudreau, Joe Cooper (first half), Rebecca Grover, Lori Legere, Steve Melchiskey, Eydie Pryzant, Anne Theriault (FEIC Liaison), Jim Thibodeau (LPAC Liaison)

Council Liaison: Charlie McBrady

Staff Liaisons: Nathan Poore, Theo Holtwijk

Accomplishments in 2015

- The committee met 19 times in 2015
- Developed improvement options chart
- Developed land use recommendations
- Conducted April 8 Public Forum
- Recommended Vision report to the Town Council
- Participated in consultant selection for Preliminary Engineering
- Conducted September 30 Public Forum
- Conducted Mill Road site visit
- Conducted December 9 Public Forum
- Reviewed scope of work and cost estimates
- Incorporated public feedback

Summary of Ongoing Duties

- Finalize Route 100 Preliminary Engineering Recommendations and send to Town Council

Goals for 2016

- See “other” items in Council 2015-16 Annual Work Plan, November 25, 2015

Senior Advisory Committee (ad-hoc)

Members: Delores Vail (chair), Peggy McGehee (vice-chair), Jen DeRice, Joel Glass, Catherine Hannon, Ray Jett, Carol Kauffman

Council Liaison: Russ Anderson

Staff Liaisons: Amy Lamontagne and Lucky D'Ascanio

The ad-hoc Senior Citizen Advisory Committee was created by the Town Council in late 2014. The group held its first meeting on March 24, 2015, and continued to meet throughout the year. Items from the committee's charge include: 1. Assist the Town Council with the development of a vision and a plan for how the needs of the Falmouth senior community can be met and 2. Determine what role the Town should have with offering and/or facilitating the delivery of services and assistance to senior citizens. The Council requested a committee report by September 2015.

Significant accomplishments, completed tasks, unfinished projects/tasks

The committee presented its report to the Town Council on October 14. A public forum was held on November 9. The report contained the following recommendations to the Town Council:

1. Create a hospitable Senior Center in the Town Activity Center (Mason-Motz building), with a kitchenette, and connecting outdoor park with walkway, tables, benches and shade trees.
2. Provide senior programs at the Senior Center
3. Support the development of a volunteer transportation network
4. Hire a Senior Services Coordinator
5. Extend the term of this Committee to September 1, 2016, so that it may complete further research, make further recommendations, and assist in the implementation of those senior service initiatives that may be approved by the Town Council.

The Town Council approved the committee's report and extended the committee's term into 2016. The group's goals and objective for 2016 are the items listed in the report. Their plan is to meet the goals by the end of September 2016.

Budget Request

Per the Senior Citizen Advisory Committee's report, the group has asked the Town Council to allocate at least \$150,000 to pay for the following estimated start-up costs, with an anticipated reduced per annum allocation thereafter.

1. To paint, decorate and furnish the Senior Center space with café tables, artwork and comfortable furniture (potentially with some donated labor and furnishings).
2. To install a kitchenette (potentially with donated appliances).
3. To expand one of the windows to the Town Green to become a doorway to a path to an accessible park extension of the Center on the Town Green, which park would be improved with a walkway, benches, tables and shade trees.
4. To fund a Senior Service Coordinator.

Tercentennial Committee (ad-hoc)

Members: Marge Devine (Chair), Jeannie Madden (Vice-Chair), Gerald Davis, Mayer Fistal, Joel Glass, Carol Kauffman, Beverly Knudsen (Note: Ms. Knudsen resigned from the committee in January 2016)

Council Liaison: Ned Kitchel

Staff Liaisons: Erin Cadigan, Melissa Tryon

In 2015, the Falmouth Town Council established the Ad-Hoc Tercentennial Committee and appointed seven Falmouth residents as its volunteer members. The Town Council requested the Committee develop recommendations for event(s) to celebrate the Town's tercentennial year and charged the Committee to "offer a full report and recommendation to the Town Council, consistent with the purpose and goals of the Committee no later than February 1, 2016".

Significant accomplishments, completed tasks, unfinished projects/tasks.

- The Committee met four times between September and December 2015.
- The Committee quickly realized that a celebration of this magnitude and significance must include a very well thought out series of events and productions. The quality of events and the production of materials will come with a significant need for financial and human resources.
- The Committee determined that developing a great celebration will require much public input. Although the Committee has developed ideas for events and publications, it recognized that the greater public should offer their ideas and input so that the celebration evolves into what the people of Falmouth want it to be.
- The Committee recommended that a hired professional would be necessary to coordinate event planning, volunteers, and all other aspects of this important celebration.
- The Committee presented its findings to the Town Council via a memo dated November 19, 2015.
- At the Town Council Meeting of November 23, 2015, the Committee provided an update regarding the development of a plan to celebrate the 300th anniversary of the Town's incorporation and an Order to authorize the expenditure of \$25,000 to support the planning efforts, namely hiring professional help, such funding to be available through TIF district development plans. The funding was approved.
- Erin Bishop Cadigan was hired to serve as Tercentennial Coordinator. Erin drafted a workplan for December 2015 through March 2016, to present to the Council. It defines the process of identifying and focusing the goals, objectives, events, activities, and resources necessary to mark the 300th anniversary.

Summary of ongoing duties, tasks, charge, etc.

- Seek public input for ideas and interest in marking the tercentennial.
- Evaluate ideas and make recommendations of events and activities that best commemorate the 300th.
- Advise on planning, funding and implementing events.

Goals or a work plan for the ensuing year.

- Review list of constituent groups and identify most promising partners to target for individual meetings. Constituent Groups Include: Town Departments; Non-Profits; For Profits/Chamber; General Public—Completed
- Meet with targeted constituent groups, either one-on-one or presentations at organization meetings—Completed
- Engage business groups through meetings with Chamber and individuals identified as key business leaders—Ongoing
- Set date for Stakeholder and Public Forums and promote to ensure good attendance—Completed (Stakeholder Forum, February 29, 2016; Public Forum, March 7, 2016)

Board of Zoning Appeals

Members: *(Members listed have served on the Board for at least a portion of the 2015 calendar year):* Stan Given (Chair), Roland Beaudoin, Wendy Paradis, Nathan Smith, Erin Mancini, Tim Nolan, F. Jay Meyer

Staff Liaison: Justin Brown

Summary

The Board conducted 9 regular meetings. No applications were submitted for the month of February. The August meeting was canceled due to lack of a Board quorum. Historically, no hearing is held in December.

Accomplishments

The Board addressed a total of 46 separate applications in 2015 (2014 total was 46).

- 20 applications were reviewed under section 19.77 for Enlargement of Non-Conforming.
- 6 applications were reviewed under section 19.55.1 for Accessory Dwellings.
- 6 applications were reviewed under section 19.84 for Teardown/Rebuilds.
- 1 application was reviewed under section 19.85 for Non-conforming Residential Accessory Structures.
- 1 application was reviewed under section 19.86 for Non-conforming Residential Structure in Shoreland Zone.
- 1 application was reviewed under section 19.54 for Home Occupations.
- 1 application was reviewed under section 19.118.1 for a Mislocated Dwelling.
- 6 applications were reviewed under section 19.119 for a Miscellaneous Conditional Use.
- 1 application was reviewed under section 19.120 for a Variance request.
- 3 applications were reviewed under section 19.121 for a Setback Variance request.

Summary of Duties

The Board is constituted under its Ordinance. We meet once per month on the 4th Tuesday. The Board consists of six members and 2 alternates. Our role is to hear applications for Conditional Uses, Variances, Mislocated Dwellings and appeals of decisions made by the Code Enforcement Officer. The Board receives and relies on assistance from CEO Justin Brown and staff members Patrice Perreault and Lisa Sangillo. Lisa Sangillo is the recording secretary. The Board will occasionally request guidance on certain items from the town attorney. These requests are typically through made the CEO.

Work Plan Goals

The Board members have expressed interest in reviewing and altering the some of the policies associated with application and material acceptance as well as general meeting procedure. Board members will work with staff over the next year to ultimately clarify submittal requirements for applicants as well as integrate new or alter existing procedures the Board follows for hearing agenda items with hopeful result of further streamlining the entire process. As always, the Board members will be encouraged to attend educational workshops that will assist them in their roles.

Budget request

\$1500 for Workshop cost and legal work