

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

**2016**

**March 31, 2017**

## **Ad-hoc Zoning Committee**

**Members:** Stan Given, Karen Farber, 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.**

The consultant, Kendig Keast Collaborative, has continued work during a portion of the year, but was requested to pause due to the workload of town support staff. The committee did not meet in 2016.

### **Goals or a work plan for the ensuing year.**

This project is targeted for completion within calendar 2017. 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

## 2016 Accomplishments

The Board had two appeals in 2016. Mettie Whipple brought two appeals to the Board of Assessment review, 6 Anderson Drive and 101 Foreside Road, claiming that the value of the land of both lots was over assessed.

### 6 Anderson Drive

Based on the testimony presented the Board determined that the Assessed value of the Property was not reasonable in light of the circumstances, the Property was substantially overvalued, and an injustice resulted from the Assessment. Based upon the foregoing, the Board found that Ms. Whipple had met the burden of proof and approved an abatement amount of \$66,800 (Assessed Value of \$241,800 – Appraised Value of \$175,000).

### 101 Foreside Road

Based on the testimony presented the Board determined that the Appellant failed to meet her burden of proof with respect to her claim that the Property was over assessed because she failed to provide competent evidence beyond her lay opinion demonstrating the value of the Property was less than the assessment.

The Board found the testimony of, and methodology used by, the Assessor to be fair, reasonable and competent. Because of the methodology used by the assessor, and absent sufficient evidence to the contrary, the Appellant failed to meet her burden of showing that the judgment of the assessor was irrational or so unreasonable in light of the circumstances that the Property was substantially overvalued and an injustice resulted; there was unjust discrimination; or the assessment was fraudulent, dishonest, or illegal. *Yusem v. Town of Raymond*, 2001 ME 61, ¶ 9, 769 A.2d 856.

Based on the information presented by the Assessor, and in light of the information provided by the Appellant, the Board determined that the assessment was just and reasonable and that the Property was not over valued in the Assessment. Accordingly, the Board denied the Appellant's request for abatement.

## 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.

NOTE: The Assessor is a defendant in Appeal proceedings and does not serve as staff to the Board. The Assessor is Renee LaChapelle, Cumberland County Regional Assessing Department.

# 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

The Community Park Connector Committee was charged in October of 2014 with the re-development of a vision and plan for a connection pathway, bridge(s) and/or tunnel between the Falmouth Schools Campus and Community Park.

Following a presentation to the Town Council in November, 2015, the committee met with potential affected property owners (Miller) as well as requested a legal review of conservation easements by both the Falmouth Land Trust's Attorney and the Town Attorney to determine right, title & interest. Town Attorney David Kallin presented his findings. In short, both conservation easements present hurdles:

1. The Twin Ponds Subdivision Open Space parcel has restrictions "*that the land hereby conveyed shall remain in its natural state and shall not be developed or altered in any way. This Prohibition against any form of development shall include but not be limited to its use for parking, access to abutting properties, recreational uses other than existing walking trails.*" The easement further states "*clearing limitations*".
2. The Miller property covered by the McLaughlin Conservation Easement held by the Falmouth Land Trust, contains restrictions citing "*no structure of any kind, temporary or permanent, shall be constructed on the conservation land.*"

Following deliberation, the committee reviewed alternative options and reported to the Town Council "that the bridge crossing concept at the current location is no longer viable at this time..." The CPCC continued to meet and discuss alternative options utilizing existing infrastructure. Jamie Mason, Town Engineer, presented two alternative routes utilizing existing right-of-ways:

## **Alternate #1 – Falmouth Rd/Twin Ponds Dr.**

Alternate #1 uses Falmouth Rd/Twin Pond Dr. with improvements to existing infrastructure (i.e., sidewalks and pedestrian RR crossings) and upgrades to existing trails using the CMP Utility corridor from the school campus to the trails at the McCrann/McLaughlin properties as well as adding either an aluminum bridge (similar to the bridge at the River Point property) or a cantilevered bridge adjacent to the Allen's Bridge as a viable option.

## **Alternate #2 – Woodville Rd./Field Rd.**

Alternate #2 would improve existing infrastructure by adding side walks on Woodville Road and a pedestrian RR crossing as well as sidewalks on Field Road, which would lead users to the existing trail entrance (White Trail) to Falmouth Community Park North from Field Road. The committee expressed concern with the existing topography and lines of sight with the Field Road option.

## **Recommendation**

The CPCC unanimously supports the **Falmouth/Twin Pond, Alternative #1** approach and has stated that this option will "in the long run add more value to more users". Committee members additionally mentioned that even if the town is able to develop a corridor through the woods, improvements to Falmouth Road need to be addressed to make it safer for bicycles as well as pedestrians. The committee is aware that the Bicycle/Pedestrian Stakeholders Group has been meeting to discuss potential projects to enhance bicycle and pedestrian experiences in Falmouth and a project such as Alternate #1 may be of interest. So as to not duplicate efforts, the CPCC would like the staff representation of each committee to work cooperatively and assess the feasibility of improvements to this area of Falmouth Road, the Pan Am Railroad Crossing and Twin Pond Drive. The CPCC Chair, Justin Beauregard, is acting as a liaison between the committees currently which will also be beneficial to this end. The committee is also in favor of the on-going effort to procure an approximately 5-acre parcel of land from an abutter so as to secure a location for a bridge, at-grade RR crossing or tunnel from the school campus to Community Park at some point in the future.

# Conservation Commission

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

**Council Liaison:** Ned Kitchel

**Staff Liaison:** Amanda Stearns

## Significant accomplishments, completed tasks, unfinished projects/tasks.

- Ongoing discussions of how the Falmouth Conservation Commission (FCC) can best **support the goals and implementation of Falmouth's Comprehensive Plan**, with input from the Director of Long-Range Planning, the Community Development Director, Parks and Community Programs, our liaison with the Town Council, and other 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;
  - Update the invasive species ordinance;
  - Review the Town's zoning ordinance to protect wetlands and make changes as necessary;
  - Educate citizens about nonpoint pollution sources and possible ways to stem stormwater runoff, including information about sea level rise and erosion; and
  - Bring forward an ordinance to restrict pesticide applications.
- **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.
    - Continued a successful pilot study in which a commercial invasive control company treated thousands of invasive terrestrial plants on Town roadsides and Town land in the middle part of Falmouth in addition to re-treating areas in West Falmouth. This project was approved by the Town Council and was preceded by mailings to abutting landowners and an informational meeting at the Falmouth Memorial Library on June 13. In September 2017, this project will be continued in several eastern sections of Falmouth as will the re-treatment of several areas in the western and middle sections of Falmouth.
    - March 2: Several FCC members attended a daylong Maine Invasive Species Network workshop in August.
    - May 23: Reported to the Town Council about the first year of the project as well as the results of surveys of the landowners.
    - June 14 and November 8: Set up a table at the polls with information about invasive plants. "Invasive-Free Falmouth" decals and updated informational flyers were handed out.
    - June 28: Held an informational workshop at the Lunt Auditorium to discuss how to identify and control invasive terrestrial plants.
    - June 28: The *Portland Press Herald* contained an article about Falmouth's anti-invasive campaign.
    - Throughout the summer: Displayed the cloth poster with information about invasive plants at three local garden centers.
    - December 8: Took part in a public hearing in Augusta with the Maine Department of Agriculture, Conservation, and Forestry about proposed amendments to the criteria for listing invasive terrestrial plants. Submitted written comments.
    - Continued partnerships with Maine Audubon and local garden centers.

- **Wetlands/Vernal Pools**
  - Commission members joined walks 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.
  - Drafted a letter to the Town Council about “Recommended Ordinance Amendments for Natural Resource Protection.”
  
- **Water Quality/Erosion**
  - Provided on-going support for town NPDES permit.
  - Researched maps of effects on Falmouth’s shoreline of potential sea-level rise over the next 80 years.
  - March 10, July 13, September 7, and October 12: Attended meetings of the Presumpscot River Watershed Coalition.
  - March 30: Attended a meeting about clean water and healthy soil given by the Cumberland County Soil & Water Conservation District.
  - April 10: Attended a daylong MOFGA meeting at USM about pesticides.
  - November 29: Attended a Flood Risk Review Meeting with the Federal Emergency Management Agency (FEMA).
  - Began work on developing an ordinance to restrict pesticide applications.
  - November 10: The *Northern Forecaster* mentioned Falmouth’s pesticide restriction project.
  
- **Planning Board Support**
  - Performed monthly reviews of Planning Board development projects that have potential conservation resource issues, attended several meetings, and submitted a letter with comments about two proposed subdivisions.
  
- **Land Management & Acquisition Committee (LMAC) Support**
  - A representative from the FCC was a member of LMAC for the first half of the year.
  - Supported LMAC with comments on several land acquisition grant applications.
  - Submitted a letter to the Town Council about a Recommendation for a Management Plan for Pine Grove Park.
  
- **Ad Hoc Zoning Committee**  
A representative from the FCC is on this committee.
  
- **Ad Hoc Route 100 Committee**  
A representative from the FCC was on this committee.
  
- **Ad Hoc Route 1 North Committee**  
A representative from the FCC is on this committee.
  
- **Ad Hoc Greening of Falmouth 2.0 Committee**  
A representative from the FCC is on this committee.
  
- **Updated the FCC website** with the help of a Falmouth High School student and the High School Service Club.

- **Tercentennial Celebration**

Began work on planning for the tercentennial celebration by working with the Coordinator (May 11 and June 23), with Parks and Community Programs to plan for a native species mini-park at the Town Green (April 14) and with Maine Audubon to showcase “Bringing Nature Home” (January 14, April 13, May 10, and November 16).

## **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.
  - Continue existing efforts to eradicate existing invasives on Town land and along roadside rights of way. Continue pilot study with a commercial invasive control company in the eastern section of the Town;
  - Continue to educate citizens on the dangers of invasive plants and the need for their removal;
  - Update the Town’s ordinances relating to invasive species;
  - Continue work on a recommended ordinance amendment for protection of wetlands;

- Continue to educate citizens about nonpoint pollution sources and possible ways to stem stormwater runoff, including information about sea level rise and erosion; and
- Develop an ordinance to restrict pesticide and fertilizer applications.
- Support the ongoing activities of the subcommittees:
  - **Invasive Species**
  - **Wetlands/Vernal Pools**
  - **Water Quality/Erosion**
  - **Planning Board Support**
  - **Land Management & Acquisition Committee Support**
  - **Ad Hoc Zoning Committee**
  - **Ad Hoc Route 1 North Committee**
  - **Ad Hoc Greening of Falmouth 2.0 Committee**
  - **Update of Website**
  - **Tercentennial Committee Activities**

**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<br>Town land through continuation of a pilot study with a commercial<br>invasive control company: | \$ 15,000        |
| <b>TOTAL</b>   | <b>\$ 16,500</b> |

# **Falmouth Economic Improvement Committee (FEIC)**

**Members:** Bill Lunt (Chair), Sandra Lipsey, Pamela DiPietro Hale, Dimitri Balatsos, Chris Wasileski

**Council Liaison:** Charlie McBrady, Karen Farber

**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 2016**

- Met 6 times in 2016
- Provided input on Falmouth's 300<sup>th</sup> Anniversary Celebration
- Reviewed project updates provided by staff
- Developed a Permit Survey for recent applicants and reached out to Planning Board and Board of Zoning Appeals
- Conducted a Permit Survey with approximately 40 recent applicants/representatives and evaluated its results
- Discussed FEIC member recruitment
- Discussed the future of FEIC with Council leadership
- Reviewed the work plan of the Economic Development Strategy

## **Summary of Ongoing Duties**

Other tasks as assigned by Town Council

## **Goals for 2017**

- Item ED 4 of Council 2016-17 Annual Work Plan, July 19, 2016: An initial permit survey of applicants has been completed. An ongoing feedback system will be next be developed in conjunction with the Community Development staff, BZA and Planning Board. Implement suggestions from applicants as feasible. Specific improvements may include improving staff customer service skills and project tracking systems
- Review proposed Capital Improvement Plan and Tax Increment Financing Plans.
- Review West Falmouth Sewer Plan, Public Water System Study, and Broadband Study

# Harbor/Waterfront Committee

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

**Council Liaison:** Aaron Svedlow

**Staff Liaison:** Al Twombly

## 2016 Accomplishments

- New police boat
- Monitored dinghy numbers for safety and made recommendation to Council
- Monitored recreational fishing on all facilities and made recommendations to Council
- Obtained SHIP grant for new floats

## Summary of Ongoing Duties

- Continue to work with harbor staff to enhance public safety
- Continue to monitor dinghy storage safety issues
- Continue to monitor recreational fishing
- Work with harbor staff and engineer for new floats 2018

## Goals or a work plan for the ensuing year

- Dinghy monitoring
- New floats
- Recreational fishing

# Human Services Committee

**Members:** Nancy Lightbody, Diane Moore and Sue Raatikainen

**Council Liaison:** Andrea Ferrante

**Staff Liaison:** Ellen Planer

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

## Announcement

We welcome Sue Raatikainen to the committee. Sue replaced Jane Sudds, who was a dedicated member for 18 years.

## 2016 Accomplishments

The Human Services Committee distributed \$21,000 among twelve social service agencies which is 1% (one percent) of the actual costs provided to 1,402 Falmouth residents.

- American Red Cross of Southern Maine
- Community Dental
- Day One
- Family Crisis Services
- Hospice of Southern Maine
- Maine Behavioral Healthcare (formerly Community Counseling)
- MaineHealth Care at Home (formerly Home Health Visiting Nurses)
- 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 2017

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 \$21,000.

# Land Management & Acquisition Committee (LMAC)

**Members:** David Gagnon, Fred Masciangelo, Ted Asherman, Ed Braley

**Council Liaison:** Caleb Hemphill, Aaron Svedlow

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

## Significant accomplishments, completed tasks, unfinished projects/tasks

- Trail signs reflecting the names given many of our open space property trails were made and posted. No more Red Trail, Blue Trail, etc., confusing because those colors are used on multiple properties.
- Constructed ±1 mile of new trail in Blackstrap Hill Community Forest that will provide an additional access trail into the property from Hurricane Road. Also constructed ±1 mile of new trail in No. Falmouth Community Forest to create a northern loop trail that bypasses the existing snowmobile trail and 0.5 miles of new trail in the Hardy Road Conservation Area.
- Acquired ±4-acres of new conservation subdivision land off Field Road, adjacent to Community Park North. This acquisition helps secure trail access in the area.
- Produced a ten-year summary report of the progress the town has made in implementing the goals of *The Greening of Falmouth*.
- Developed a set of recommendations through a series of public meetings regarding the rules governing pets on public lands. The three recommendations were: (1) all pets leashed within 400 feet of a trailhead; (2) pets prohibited at River Point Conservation Area and Woods Road Community Forest in winter; and (3) pets leashed from 1 Apr to 30 Sep in Hadlock and North Falmouth Community Forests and Suckfish Brook Conservation Area. A presentation was made to the Council about these recommendations and they voted to send them to the Ordinance Committee for review.
- 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.
- Received a \$95,000 DEP grant and a \$245,260 Maine Natural Resources Conservation Program grant to acquire an additional 43-acres of land adjacent to Suckfish Brook Conservation Area that includes 2,200 feet of frontage on Suckfish Brook and 400 feet of frontage on Highland Lake. That grant will include cost of restoring a ±15-acre wetland on the property.
- The derelict house on the River Point Conservation Area was demolished and the cellar hole filled in and planted over. The demolition removed an "attractive nuisance" on the property.
- Continued to promote a bird migration research project conducted at River Point Conservation Area by the Biodiversity Research Institute.
- The town sold a two-acre lot that was part of Hadlock Community Forest that fronts Hadlock Road as a house lot for \$95,000. The Council appropriated \$300,000 for open space acquisition funds for FY17.
- Hosted a well-attended woodcock mating flight field trip through Parks and Community Programs and led by the Biodiversity Research Institute at River Point.
- Managed a forest harvesting operation in Blackstrap Hill Community Forest to create more early successional habitat in the northeast corner of that property.
- Negotiated a purchase option on a 36.3-acre property abutting North Falmouth Community Forest. Its acquisition will depend on our success in obtaining U.S. Forest Service funding for the project.
- The amount of time volunteered by Falmouth Conservation Corps members totaled 219 hours this year.

## 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 2017**

- Harden areas of existing trails that need attention and place more benches along existing trails.
- Construct new parking areas at trailheads on Blackstrap, Hurricane, and Field Roads, and post trail-crossing signs at key trail-road intersections, to alleviate safety concerns.
- 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 education and enforcement strategies for implementing the proposed pet regulations on town properties.
- Install posts and cables enabling us to close parking areas when trail conditions warrant closure.
- 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), Becca Casey, Breana (Behrens) Gercen, Paul Bergkamp, Kurt Klebe, Tom McKeon (Planning Board representative)

**LPAC + Members:** Ted Asherman, Sarah Boudreau, Dave Gagnon, Jenny Grimm

**Council Liaison:** Karen Farber, Ned Kitchel, Caleb Hemphill

**Staff Liaison:** Theo Holtwijk, Lucky D'Ascanio, Bob Shafto

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.

### **2016 Accomplishments**

- Met 11 times
- Prepared a Resource Conservation Zoning Overlay (RCZO) District Review Report
- Reviewed the West Falmouth Sewer Plan
- Review the Public Water System Study
- Conducted outreach with developers, builders, engineers, and real estate professionals regarding Falmouth's street standards
- Prepared a Street Standards Review Report
- Met with LMAC and Town staff to prepare proposal to update the 2006 Greening of Falmouth report
- Reviewed the Street Standards and Resource Conservation Zoning Overlay District reports with Community Development Committee and Town Council.
- Started its work on, and discussed its approach for, updating the Greening of Falmouth report with an expanded committee representing other Town committees, Town staff, and Falmouth Land Trust (LPAC+)

### **Summary of Ongoing Duties**

- The committee is continuing to work on updating the Greening of Falmouth report.
- In addition the Committee will work on specific assignments from the Council regarding implementation of the Comprehensive Plan.

### **Goals for 2017**

- Goals for 2017 include updating the Greening of Falmouth report
- Other goals are dependent upon Council assignments.

### **Budget Request**

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

## **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:** Aaron Svedlow

**Staff Liaison:** Lucky D'Ascanio

### **2016 Accomplishments**

- The committee was at full member capacity for the year.
- The committee worked with LMAC on two community Pets in Parks & Public Land forums held in January and June, and provided input on proposed pet regulations for various town properties. One PACPAC member served on the subcommittee (w/ LMAC) which provided recommendations for proposed changes to town ordinances and policies including updated leash requirements, park-specific requirements and additional recommendations for staff to consider such as more signage and increased enforcement. The committee voted unanimously to support LMAC's recommendations for changes to ordinances with regard to Pets in Parks & Public Lands. 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.
- The committee continued to strategize ways to address pet waste issues at the various parks.
- The committee provided input to the Tercentennial Committee including names of potential volunteers.
- In September, the committee was invited to an informative tour of the town parks and open space properties. Lead by Parks Supervisor, Jeff Mason, this year's tour focused on the east side of town.
- Several committee members volunteered at the Annual Community Supper and the Annual Holiday 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 2017**

- Continue to offer yearly Facilities/Parks & Open Space Tour for committee members
- Work with LMAC to update the "Greening of Falmouth" plan.
- Review and provide feedback with regard to landscaping plan at the Town Green adjacent to Mason-Motz Activity Center.
- Review and revise the committee work plan

## Planning Board

**Members:** Jay Chace (Chair), Thomas McKeon (Vice-Chair), Rudy Israel, Chris Hickey, Jason Cole, and Bruce Kaplan

**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.

### 2016 Accomplishments

- Conducted 11 meetings.
- Processed 33 development applications and issued 29 approvals to applicants.
- Held 9 public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- Some of the more noteworthy approvals granted in 2016 include:
  - Subdivision and Site Plan Approval for the conversion of the former Plummer School into 34 housing units.
  - Subdivision Approval for a 14-unit cottage expansion at the Oceanview Retirement Community.
  - Approval of a 4-lot Conservation Subdivision on Field Road for Charles Harriman.
  - Subdivision and Site Plan Approval for a 19-unit apartment building at Avesta's Blackstone Senior Housing complex on Squidere Lane.
  - Seven (7) Private Way Amendments.
  - A 19,350 square foot expansion of the self-storage facility at 50 Gray Road.

### 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:** Cathy Nichols (Chair), Andy Jones, Pete LaFond, Chris Malley, Richard Klain and Alan Solander, John Haley

**Council Liaison:** Claudia King

**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. The committee continues to have active membership and has introduced two new members, Richard Klain and Alan Solander to the group to begin 2017. The committee met 8 times in 2016.

## 2016 Accomplishments

- Developed a monthly REAC newsletter and distributed to a mailing list of over 180 town residents. The newsletter provides energy news, a listing of local monthly events, along with energy savings tips and “did you know...” facts on energy and sustainable living.
- Held the third annual Home Energy Fair at the LEED certified Elementary School. The 2016 event saw roughly 100 attendees. Vendors along with local business donate door prizes for attendees.
- Hosted movie nights at the Falmouth Memorial Library.
- Worked with the Ordinance Committee to develop a shopping bag ordinance to regulate the distribution of paper and plastic shopping bags at the six largest retailers in town. Kimberly has contacted the six retailers in compliance of the ordinance and has received 6 months of bag fee data (April-October 2016)
- Kimberly Darling, Energy and Sustainability Coordinator continued to monitor the state’s solar energy policy in light of the Woods Road landfill solar project. Kimberly is working with a solar stakeholder’s coalition organized by the Natural Resources Council of Maine. In 2016 she delivered a testimony in support of LD 1649 from the last legislative session to the Energy, Utilities and Technologies Committee in Augusta on behalf of the Town.
- Energy and Sustainability Coordinator assisted the School Department with an application for an ecomaine grant to purchase and install reusable water bottle filling stations. Falmouth School district was awarded the grant and has installed one of these units and hopes to install more in the coming years.
- The Town and School Energy and Sustainability Plan is being finalized and will be presented to the Falmouth Town Council in the first half of 2017. Kimberly continues to monitor and analyze municipal energy use from heating, electricity and transportation sources in order to calculate emissions.

## 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 2017**

- In April/May of 2017, the Committee will provide a report on the effectiveness of the shopping bag ordinance based on a year's worth of data since the ordinance went into effect.
- Work with Window Dressers out of Rockland, along with the Opportunity Alliance to host a Falmouth Community Build for custom window inserts in September. Energy and Sustainability Coordinator has worked directly with Opportunity Alliance who is mailing a letter explaining this program and gauging interest of 53 residents who have applied for LIHEAP. The program will be opened to all of Falmouth residents; and the Town will only be subsidizing the costs of the inserts for the low-income population based on interest in the program.
- In April, the Town will co-host a Business Energy Fair with the Falmouth/Cumberland Community Chamber of Commerce. The event will take place at the Lunt Auditorium at the Oceanview community; with a tradeshow during the day and a "Business after 5" networking event sponsored by the Chamber.
- REAC members are being assigned initiatives to research and report on in the first quarter of 2017 from the Energy and Sustainability Plan.
- Developing ideas to enhance the Home Energy Fair, which may include partnering with neighboring communities such as Cumberland, Yarmouth and Freeport.
- Continue education and outreach efforts—to include movie nights at the library, litter cleanups, tabling at elections, publishing the monthly REAC newsletter, etc.

## **Budget Request**

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

Total estimated budget request—\$2,000

## **Route 1 North Committee (ad-hoc)**

**Members:** Chris Wasileski (Chair), Nicole Favreau (Vice Chair), Arthur Batson, Paul Burlin, Dava Davin, Laurie Leonard, Steve Woods

**Council Liaison:** Charlie McBrady

**Staff Liaisons:** Nathan Poore, Theo Holtwijk

### **Charge**

The Route 1 North Committee shall:

1. Assist the Community Development Committee (CDC) and Town staff with the development of a vision and master plan for Route 1 North;
2. Focus on an area encompassing Route 1 North from Turnpike Spur to Cumberland line; and
3. Include in its recommendations considerations regarding:
  - zoning (incl. permitted uses, development intensity, and design/performance standards),
  - public infrastructure improvements (incl. road, streetscape, utilities), and
  - implementation steps.

### **Accomplishments in 2016**

- Met 7 times in 2016
- Discussed an approach for the project
- Conducted a van tour of the study area
- Developed a Request for Proposals for consulting services
- Conducted a pre-bid conference with interested consultants
- Reviewed consultant proposals submitted and conducted consultant interviews
- Recommended to the Town Manager that VHB be hired for the project
- Organized public outreach for the project – public forums and on-line survey

### **Goals for 2017**

- Complete the Route 1 Vision Report
- Make a recommendation to the Town Council on next steps of the Vision Plan

## **Route 100 Vision Committee (ad-hoc)**

**Members:** Joe McDonnell, Sarah Boudreau, Rebecca Grover, Lori Legere, Steve Melchiskey, Eydie Pryzant

**Council Liaison:** Charlie McBrady, Andrea Ferrante

**Staff Liaisons:** Nathan Poore, Theo Holtwijk

### **Accomplishments in 2016**

- The committee met 2 times in 2016
- Made final revisions to the Preliminary Plan
- Presented Preliminary Plan Recommendations to Town Council
- Reviewed project update on final plan preparations
- Reviewed design options for landscaping and lighting

### **Summary of Ongoing Duties**

- Serve as review committee for final design details of Route 100 Plan as needed
- Advise on other efforts as needed, such as West Falmouth Neighborhood Sketch Plan

### **Goals for 2017**

- Advise on final design details of Route 100 Plan as needed

## **Senior Citizen Advisory Committee (ad-hoc)**

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

**Council Liaison:** Ned Kitchel

**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. 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.

### **Significant accomplishments, completed tasks, unfinished projects/tasks**

In 2016, the committee continued work on its 2015 goals. These include:

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.
  - The Council appropriated an additional \$75,000 in September 2016 (for a total of \$150,000) and construction commenced in November 2016. Expected occupancy is April 2017.
2. Provide senior programs at the Senior Center
  - Ongoing – programs will increase when the Senior Room is completed.
3. Support the development of a volunteer transportation network
  - Ongoing – the committee is researching this issue of implementation in 2017/18.
4. Hire a Senior Services Coordinator
  - This position will be hired in April 2017 – after the Senior Room construction is complete.
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 Council extended the committee term through 2017.

### **Budget Request**

In 2016, one of the committee's goals was to provide Senior Tax Relief. Using templates from neighboring towns, they submitted a proposal to the Finance Committee in November 2016. Without knowing the specific demand, the committee requests \$75,000 to provide relief during FY18. Assuming this amount of money can get the program started, funding levels can be adjusted in subsequent years based on demand.

## **Tercentennial Committee (ad-hoc)**

**Members:** Marge Devine (Chair), Jeannie Madden (Vice-Chair), Gerald Davis, Mayer Fistal, Joel Glass, Carol Kauffman, Candice Powers, Maria Kuhn, Ellen Snyder. Note: Gerald Davis resigned from the committee in October 2016, and Mayer Fistal passed away in November 2016.

**Council Liaison:** Ned Kitchel, Caleb Hemphill

**Staff Liaisons:** Erin Cadigan, Melissa Tryon

### **Significant accomplishments, completed tasks, unfinished projects/tasks.**

- The Committee met sixteen times in 2016.
- Committee Members and staff met individually with Town Department heads, community groups, schools, and businesses to introduce the work of the Committee; make them aware of the 300th; discuss potential scale of commemoration; get feedback on participants' roles; determine available resources; and brainstorm ideas for marking the occasion.
- The Committee held a Stakeholder Forum (February 29) and Public Forum (March 7) to brainstorm ideas for marking the 300th.
- The Committee conducted a survey of residents to gauge public support and interest in commemorating the 300th.
- The Committee established the priorities and goals of the commemoration: Honor the Past, Celebrate the Present, and Invest in the Future, as well as measurable outcomes for determining that these goals have been met.
- The Committee further refined a budget for the costs associated with marking the tercentennial.
- The Committee presented a report and update of the Committee's progress to the Town Council on May 9, 2016, along with recommendations for marking the occasion and a budget for approval. The report was accepted and the budget was approved.
- The Committee drafted an RFP and established a Marketing Sub-Committee to interview and select a firm to develop the Tercentennial logo and a draft preliminary marketing plan. The sub-committee received 8 submissions, interviewed two firms and hired Words@Work to fulfill the RFP.
- The Committee established a History Project Sub-Committee to work on historical projects related to the 300th, including the publication of a History of Falmouth, the creation of a travelling exhibit, the creation of historic tours of Falmouth, the creation of a history lecture series, and facilitating an oral history project. The sub-committee met 3 times in 2016 (September, November and December) and continues its work.
- Under the guidance of Words@Work, the committee developed a logo for the Falmouth300th.
- The Committee organized and held a Town-wide Volunteer Fair (November 13) to encourage volunteerism across multiple town organizations and to connect organizations to each other to further networking and volunteer support for these organizations in advance of planning, organizing and hosting tercentennial events.
- The Committee identified the signature events it would organize to mark the tercentennial, set tentative dates for these events, and established a tentative description of the activities which would take place at these events.
- The Committee purchased the domain name of [www.falmouth300.org](http://www.falmouth300.org) and [www.falmouth300.com](http://www.falmouth300.com).

### **Summary of ongoing duties, tasks, charge, etc.**

- Continue outreach efforts to engage community members, organizations, and businesses to participate in planning and implementing tercentennial events.
- Establish sub-committees for planning and implementing events and activities and recruit volunteers to serve on those committees.
- Continue planning events and activities.
- Continue to seek funding sources through grants, sponsorships and partners.

## **Goals or a work plan for the ensuing year.**

- Launch website (using the Virtual Town and Schools and hosted within the Town of Falmouth website) and establish a social media presence.
- Establish sub-committees and continue recruiting volunteers.
- Develop and refine marketing strategy.
- Launch marketing campaign to build enthusiasm and encourage participation in planning, implementing and participating in 300<sup>th</sup> events and activities.
- Seek grant funding, refine development plan and begin fundraising.
- Refine budget.
- Continue planning commemorative events.
- Complete History of Falmouth publication to launch in December 2017.
- Develop travelling exhibit to launch in December 2017/January 2018.
- Create self-guided historical tour of Falmouth.
- Provide update to Town Council in early Spring
- Continue outreach and maintain open communications between committee and participating organizations.
- Encourage and facilitate community organizations in the creation of additional commemorative events and activities.

# Board of Zoning Appeals

**Members:** *(Members listed have served on the Board for at least a portion of the 2016 calendar year):*  
Nathan Smith (Chair), Wendy Paradis (Vice-Chair), Roland Beaudoin, Stan Given, Erin Mancini, Tim Nolan, F. Jay Meyer

**Staff Liaison:** Justin Brown

## Summary

The Board conducted 11 regular meetings with an additional special meeting held in early July for a reconsideration of a previously approved item. Historically, no hearing is held in December.

## Accomplishments

The Board addressed a total of 29 separate applications in 2016 (2015 total was 46). 2 items were submitted and reviewed by staff but were withdrawn before being heard by the Board.

- 13 applications were reviewed under section 19.77 for Enlargement of Non-Conforming.
- 5 applications were reviewed under section 19.55.1 for Accessory Dwellings.
- 3 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.
- 3 applications were reviewed under section 19.119 for a Miscellaneous Conditional Use.
- 1 application was reviewed under section 19-124 for reconsideration.

## 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 Code Enforcement Officer 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 made through the CEO.

## Work Plan Goals

In July of 2016 the Town Council approved a number of changes to the zoning ordinance. Those changes included (in certain districts) the reduction of minimum zoning requirements for buildable lots, how approvals for accessory units are addressed, and the added uses of both two family and multi family dwelling. The reduction in minimum zoning requirements greatly reduced the Boards workload the second half of 2016. The primary goal for 2017 is to fully acclimate Board members to those changes. A secondary goal will be to review and address meeting protocol as well as miscellaneous legal items.

## Budget request

\$1500 for Workshop cost and legal work