

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

**2018**

**March 25, 2019**

## **Board of Assessment Review (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

### **2018 Accomplishments**

The Board had one appeal in 2018 from Wal-Mart Real Estate Business Trust. At the hearing on June 6, 2018, Andrew Hood of Stravitsky & Associates asked that request for abatement be denied and the assessment affirmed. The Board voted 3-1 to deny the Taxpayer's requested abatement and affirmed the assessment.

On Wednesday, October 24, 2018, Sally Daggett of Jensen Baird conducted Board of Assessment Review training for Board members. The training was videotaped, and DVDs and handouts were mailed to the two Board members who were unable to attend the training.

### **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.

# **Board of Sewer Appeals**

**Members:** Roland Beaudoin, William Lunt III, Richard Olson, Timothy O'Donovan.

**Staff Liaison:** Pete Clark

## **2018 Accomplishments**

The Sewer Appeals Board was not required to meet last year as no appeals to the Board were filed in 2018.

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

The Sewer Appeals Board meets on an as needed basis to hear appeals related to decisions of the Sewer Superintendent, to interpret provisions of the Town Sewer Ordinance in cases of uncertainty, and grant variances where there is no substantial departure from the ordinance or in case of determining hardship.

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

Provide the opportunity for appeals of sewer related matters per the requirements of the Town Charter and Ordinances.

# Conservation Commission

**Members:** Rich Bicknell, Sarah Boudreau, Jeanie Campbell (June through December), Susan Gilpin, Jerry Goodall, Karen Jacobsen, Nancy Lightbody, Sue Shane (through May)

**Council Liaison:** Andy Jones (first half of the year); Aaron Svedlow (second half of the year)

**Staff Liaison:** Kimberly Darling

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

- The Falmouth Conservation Commission (FCC) has **supported 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, liaisons with the Town Council, and other Town Council members.

As a result, the FCC will continue to

- \* Educate citizens about the ecological threats caused by invasive plants and the need for and benefits of their removal (CP 11);
  - \* Review the Town's Land Use Ordinance to protect wetlands and make changes as necessary (CP 67 and CP 68);
  - \* Educate citizens about nonpoint pollution sources and possible ways to mitigate stormwater runoff, including information about sea level rise and erosion (CP 51);
  - \* Bring forward an ordinance to restrict pesticide applications (CP 51);
  - \* Work with Town staff to achieve Tree City USA designation; and
  - \* Create an awareness program to educate the public about the environmental effects of small engines.
- **Invasive Species**  
Educated citizens about the ecological threats caused by invasive plants and the need for their removal.
    - \* February 21: Met with the St. George Conservation Commission to discuss what Falmouth has done so far in terms of educating citizens about the ecological threats caused by invasive terrestrial plants.
    - \* March 16: Attended the annual meeting of the Maine Invasive Species Network in Hallowell.
    - \* May 23: "Going Native: Native Plants in Your Landscape and the Benefits They Provide" presentation by the Sierra Club of Maine.
    - \* June 12 and November 6: Set up a table at the polls with information about invasive plants and ticks. Handed out "Invasive-Free Falmouth" decals and informational flyers.
    - \* June 19: Held an informational meeting in Lunt Auditorium for all Falmouth residents, including landowners whose land abutted town-owned roadside rights of way in parts of town that would be treated in the fall.
    - July 16: Collaborated in the development of a "Position Statement on the Use of Herbicides to Control Invasive Terrestrial Plants on Town Properties."
    - September 11-15: Arranged for a commercial company to treat invasive terrestrial plants on Town roadsides and Town land along the Foreside in addition to re-treating several areas in the western and middle sections of Falmouth. This annual program was preceded by mailings as well as an informational meeting on June 19 for abutting landowners.
    - October 3 & 4: Gave two presentations to Falmouth eighth grade students about the importance of their work on invasive species on Mackworth Island.
    - October 18: Gave two presentations at Freeport Middle School about the interconnection of climate change, biodiversity, and invasive species.

- December 3: Collaborated with the Town’s Open Space Manager, the Energy and Sustainability Coordinator, and the Director of Falmouth Parks to develop an “Invasive Management Plan.” This integrates the Town’s education and control efforts in a manner that results in a comprehensive, townwide approach to controlling the establishment and spread of invasive terrestrial plants in Falmouth and suggests coordinated strategies for Town open space properties, parks, Town facilities, public rights-of-way, and private properties.
- Continued partnerships with Maine Audubon and local garden centers.
- **Wetlands/Vernal Pools**
  - \* Continued to protect wetlands and recommend changes as needed.
  - \* Was prepared to work with the Community Development Committee at the appropriate time.
- **Water Quality/Erosion**
  - **Educated citizens and learn about nonpoint pollution sources**, sea level rise, and erosion.
    - Provided on-going support for Town’s National Pollutant Discharge Elimination System permit.
    - April 3: Hosted “Follow the Flow: Where does water go?” presentation by the Cumberland County Soil and Water Conservation District.
    - May 18: Attended a vernal pool workshop at the Darling Marine Center.
  - Continued to **develop a pesticide and fertilizer restriction ordinance**.
    - Met with several professional applicators as well as with representatives from three Maine municipalities that already have ordinances relating to pesticides.
    - March 10: Hosted “Lawns and Lobsters: Environmentally Safe Lawn Care,” an educational workshop at the Portland Country Club.
    - June 18: Presented a draft ordinance to the Town Council.
    - October 9: Hosted “Pesticides and Human Health,” a presentation by Dr. Bruce Taylor.
    - October 19: Presented the most current draft of the ordinance to the Town Council’s Ordinance Committee.
    - Continued to work on developing a comprehensive education program for property owners.
  - **Highland Lake Leadership Team**: Worked with the Towns of Falmouth and Windham, the Highland Lake Association, the Department of Environmental Protection, and the Cumberland County Soil and Water Conservation District to improve and maintain the water quality of Highland Lake for the benefit of other residents, the Towns, and future generations.
    - The FCC representative currently chairs the Education and Outreach Committee.
    - March 21: Attended the Highland Lake Public Forum.
    - Surveyed alewives entering Highland Lake for a University of Southern Maine survey.
- **Planning Board Support**
  - Reviewed Planning Board development projects that had potential conservation resource issues.
  - Attended three monthly meetings.
- **Land Management & Acquisition Committee (LMAC) Support**
  - A representative from the FCC is a member of this committee and regularly attended the monthly meetings.
  - Supported LMAC with comments on several land acquisition grant applications.

- May 12: Set up an information table at the River Point Conservation Area to celebrate World Migratory Bird Day.
- **Long Range Planning Advisory Committee (LPAC) Support**
  - A representative from the FCC regularly attended the monthly meetings during the update of the “Greening of Falmouth 2.0.”
- **Tree City USA designation**
  - Researched ordinances from other communities to understand better the requirements for becoming a Tree City USA. Collaborated with Town Staff.
- **Promotion of a Healthy Environment**
  - Learned about ticks and tick-borne diseases.
  - Began work on a “Tick Tip” poster.
- **Environmental effects of small engines**
  - Began work creating an awareness program to educate the public.
- **Tercentennial Celebration**
  - March 10: Hosted “Lawns and Lobsters: Environmentally Safe Lawn Care,” part of the “[Changing Landscapes, Shifting Tides: The Story of Falmouth](#)” Event Series.
  - July 19: Partnered in “The Presumpscot River: An Environmental History,” part of the “Changing Landscapes, Shifting Tides: The Story of Falmouth” Event Series.
  - May 26: Participated in “Falmouth Fest and Old Home Days” celebration with an information table at Community Park.
  - September 8: Participated in the Town Landing Waterfront Bash.

## **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 to educate citizens about the ecological threats caused by invasive plants and the need for and benefits of their removal;
  - Work with the CDC on recommended ordinance amendments for the protection of wetlands;
  - Continue to educate citizens about nonpoint pollution sources and possible ways to mitigate stormwater runoff, including information about sea level rise and erosion;
  - Continue to work with the Town Council on the ordinance to restrict pesticide and fertilizer applications;
  - Create a robust campaign to educate citizens about the need to restrict pesticide and fertilizer applications;
  - Apply for Tree City USA designation;
  - Continue to promote a healthy environment and learn about ticks; and
  - Begin work on creating an awareness program to educate the public about the environmental effects of small engines.

**Budget request**

To accomplish its ongoing duties and tasks, the Conservation Commission respectfully requests **\$11,500** for the upcoming fiscal year:

Printing and miscellaneous expenses associated with invasives education:	\$ 1,500
Consulting costs and other expenses associated with an education campaign for the pesticide and fertilizer restriction ordinance:	<u>\$ 10,000</u>
<b>TOTAL</b>	<b>\$ 11,500</b>

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

**Members:** Pamela DiPietro Hale (Chair), Chris Wasileski (Vice Chair), Brian Bakke, Dimitri Balatsos, Ethan Gamage, Sandra Lipsey, Bill Lunt, Mindy Schwartz

**Council Liaison:** Andrea Ferrante

**Staff Liaisons:** Nathan Poore, Theo Holtwijk, Andrew Clark, Meredith Sells

FEIC was created in 2011 by the Falmouth Town Council to assist and promote business activity.

FEIC webpage: [www.falmouthme.org/economic-improvement-committee](http://www.falmouthme.org/economic-improvement-committee)

Further resources for businesses: [www.falmouthme.org/businesses](http://www.falmouthme.org/businesses)

## **Accomplishments in 2018**

- Met 16 times in 2018
- Reviewed project updates provided by staff
- Reviewed Economic Development Strategy Work Plan assignments by Town Council
- Updated the Committee's Charge
- Prepared and presented a committee position statement regarding residential and business growth in Falmouth
- Planned five business forums, and executed three of the forums in 2018
  - 01-2018: Steve Woods, Tide Smart Global Founder/CEO at Portland Country Club
  - 03-2018: Conversation with Nathan Poore, Falmouth Town Manager at new Plummer Senior Housing
  - 11-2018: Conversation with John Wasileski, Owner of OceanView at Lunt Auditorium
  - 02-2019: STEM forum hosted jointly by Falmouth Schools with students, teachers, school department leadership and area businesses at Falmouth High School
  - 03-2019: Energy Efficiency forum at Tide Smart Global with tour of Net+ Viridescent House

## **Summary of Ongoing Duties**

According to its charge, the Falmouth Economic Improvement Committee (FEIC) shall:

- Undertake and support economic development activities aimed at creating a sustainable economy and broadened tax base in collaboration with public/private entities, Town staff, Town Council and regional economic development efforts.
- Provide advisory assistance to Town staff and Town Council on economic development matters, including, but not limited to, policy and ordinance development, strategic planning, business attraction, and land use.
- Develop economic development guidelines and recommendations, including, but not limited to, workforce development, business development, and infrastructure.
- Assist the Town Council with implementation of Falmouth's 2015 Economic Development Strategy and review this plan every three (3) years.
- Assist the Town Council with any other projects as the Council may choose to assign it.

## **Goals for 2019**

- Implement the STEM and Energy Efficiency business forums, and plan any future forums
- Collaborate with the Falmouth Memorial Library regarding a Business Incubator Lecture Series

## **Harbor/Waterfront Committee**

**Members:** Richard Garrett (Chair), Emmanuel Kourinos, Bill Oliver, Richard Craven, Peter Dion, Skyler Fugelso and Martin Bruno

**Council Liaison:** Aaron Svedlow

**Staff Liaison:** Al Twombly

### **2018 Accomplishments**

- Worked with staff installing new floats

### **Summary of Ongoing Duties**

- Continue to monitor dinghy use and safety
- Continue to monitor nighttime fishing activities

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

- Work with staff to finish pumpout install

## Highland Lake Leadership Team

**Members:** Dennis Brown (Chair), Kim White (Co-Vice Chair), Nancy Lightbody, Nathan Poore, Kimberly Darling, Donna Chapman, Tom Peterson, Rosie Hartzler, Chantal Scott, John MacKinnon, Tony Plante and Gretchen Anderson

**Council Liaison:** Caleb Hemphill

**Staff Liaison:** Kimberly Darling

The members of the HLLT consists of representatives of the Town of Falmouth, the Town of Windham, and the Highland Lake Association, numbering five (5) to eleven (11) and appointed as follows:

1. Up to three (3) but not less than one (1) representative(s) appointed by the Town of Falmouth,
2. Up to three (3) but not less than one (1) representative(s) appointed by the Town of Windham,
3. Up to five (5) but not less than three (3) representatives appointed by the Highland Lake Association

### Mission Statement

The purpose of the Highland Lake Leadership Team (the “Team”) is for the Towns of Falmouth and Windham, the Highland Lake Association, the DEP and CCSWCD (Cumberland County Soil and Water Conservation District) to work together to improve and maintain the water quality of Highland Lake for the benefits of the residents, the Towns and future generations. Recently, the increased activity of the HLLT is due to the bacteria bloom Highland Lake is experiencing as well as overall degraded water quality. The HLLT met 8 times in 2018.

### Summary of ongoing duties/charge:

It shall be the responsibility of the Team:

1. To assist with the implementation of, and recommend, if necessary and appropriate, updates to the 1999 Highland Lake Watershed Management Plan, 2003 Phosphorus Control Action Plan, and 2005 Highland Lake Watershed Management Plan;
2. To monitor, assist, and coordinate, as deemed appropriate and necessary, scientific efforts to further understanding of watershed and water quality issues affecting Highland Lake;
3. To seek input and recommendations from experts and other stakeholders such as: Cumberland County Soil & Water Conservation District, Maine Department of Environmental Protection, Maine Department of Inland Fisheries and Wildlife, local experts, the general public and other and other stakeholders;
4. To report on its progress and identify any resource needs to the governing bodies of the respective members of the Team;
5. To review existing zoning and ordinance in the two towns for effectiveness in protecting the lake, modify as appropriate and research lake protections utilized by other towns for consideration in Falmouth and Windham.

### 2018 Accomplishments:

- The HLLT has established subcommittees and working groups needed to complete its charge, they include: (See organizational structure on pages 3 and 4)
  - **Education and Outreach**—the education and outreach committee works to coordinate communications with the general public regarding water quality issues, and to build an actively-engaged community. The education and outreach committee met 9 times in 2018.
    - A Public Forum was held in March of 2018 and was attended by roughly 100 people.
  - **Ordinance Committee**—the ordinance committee works to review existing zoning and ordinances in the two Town for effectiveness in protecting the lake, modify as appropriate and research lake protections utilized by other towns for consideration in Windham and Falmouth. The ordinance committee met 5 times in 2018.
    - Four recommendations were proposed from this committee to include: BMP inspections and third-party reviews on certain development, updating the phosphorus standard, manure management and shoreland photography.

- **Watershed Management Committee**—the watershed management committee worked to organize, coordinate and implement the May 19, 2018 Highland Watershed Survey. The 8 teams of volunteers the day of the survey walked all waterfront properties (except for those that elected to opt out), all stream crossings and roadways that potentially could directly impact the lake. The goal of the survey was to identify erosion sites within the watershed area that are likely contributing non-point source pollution into Highland Lake. These sites included areas of bare soil that allowed runoff through residential properties and driveways, boat ramps, paths to the waterfront, rights-of-way and construction sites. Also identified were poorly maintained private roads, plugged culverts and un-vegetated ditches and eroding stream banks. The watershed management committee met 7 times in 2018.
- **Adjunct Science Advisory Committee**—is a group of scientists working with the HLLT to formalize hypothesis and implement testing procedures to better understand the bacteria bloom and what could potentially be causing it. This group meets on an annual/semi-annual basis.
- In May, a Gravel Roads Workshop was held with a presentation by John MacLaine, a DEP environmental specialist, to private road owners in both Windham and Falmouth. The presentation gave an overview of gravel road maintenance, common problem and fixes, as well as road evaluation strategy and was attended by roughly 30 people.
- In October, Sustainability Coordinators from both Towns gave a presentation on the HLLT at the Watershed Managers Conference in Augusta.

## **Goals for 2019**

- Present the findings from the elaborate water testing program once all data has been analyzed.
- Hold a second public forum, tentative date is May.
- The Highland Lake Technical Advisory Committee (TAC) has been established to develop the updated Highland Lake Watershed-based Management Plan to include phosphorus pollutant load estimates and reduction goals, and action items and timeline. Overall goal is to complete the Management Plan by December 2019 to be approved by the Maine DEP and the EPA. Could then apply for 319 implementation funds for 2020 which if awarded, would be available in January 2021.
- In the meantime, the HLLT will be developing a Strategic Plan which will be presented to the Falmouth Town Council within the first half of 2019.

# Human Services Committee

**Members:** Nancy Lightbody, Diane Moore

**Council Liaison:** Amy Kuhn

**Staff Liaison:** Ellen Planer

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

## 2018 Accomplishments

The Human Services Committee distributed \$25,000 among twelve social service agencies which is 4% (four percent) of the actual costs provided to 1,056 Falmouth residents.

- American Red Cross of Southern Maine
- Catholic Charities Maine
- Community Dental
- Day One
- Hospice of Southern Maine
- Maine Behavioral Healthcare
- Maine Health Care at Home
- Regional Transportation Program
- Sexual Assault Response Services of Southern Maine
- Southern Maine Agency on Aging
- The Opportunity Alliance
- Through These Doors

## Goals for 2019

The goals of the Human Services Committee will continue to review funding requests from service agencies that serve Falmouth residents.

## Budget Request

The budget request is \$30,000.

## **Land Management & Acquisition Committee (LMAC)**

**Members:** John Adelman, David Gagnon, Fred Farber, Christopher Kittredge, Casey Webster

**Council Liaison:** Ted Asherman

**Staff Liaison:** Lucky D'Ascanio, Amanda Stearns

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

- Completed the closure of the Suckfish Brook II grant, including execution of the conservation easement, invasive management and first year monitoring report;
- Evaluated the possible acquisition of several key properties for trail connections and additional open space;
- Continued work on closure documents for the 2014 Land for Maine's Future grant in North Falmouth Community Forest;
- Coordinated with Wendy Wayfinding on a new set of trail maps that accurately display trail blaze colors and trail names;
- Successfully negotiated the reroute of a portion of the Cross Falmouth Corridor in Hadlock Community Forest and constructed the relocated trail.
- Reviewed and evaluated several properties offered to the town for acquisition or donation;
- Coordinated with NEMBA for experimental trail grooming in the winter;
- Began construction of a reroute of the "White Trail" in Blackstrap Community Forest and Hill Preserve in partnership with the Falmouth Land Trust to provide a multi-user, improved access to the overlook;
- Created a Falmouth ME Open Space page on Facebook to keep users better informed;
- Supported the successful fund raising of over \$50,000 for trail management;
- Negotiated the successful mitigation of an encroachment at Falmouth Nature Preserve;
- New parking lot constructed on Hurricane Road for access to Blackstrap properties;
- Supported efforts by neighboring land trusts for purchase of property adjacent to open space lands;
- Supported the Falmouth Land Trust's acquisition of a 28-acre property adjacent to the Blackstrap Community Forest;
- Active participation in the Council's adoption of a new open space plan and began work on an implementation strategy;
- Worked with the SnoVoyagers Club for trail sharing for a portion of the Cross Falmouth Corridor in Hadlock Community Forest at Winn Road, and
- Worked with a consultant and other staff to complete the first town-wide Invasive Management and Control Plan and transition of these functions to the Energy and Sustainability Coordinator.

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

Our purpose is to implement the five goals specified in the 2018 Open Space Plan:

1. Protect our natural resources and open spaces.
2. Provide a range of open spaces and experiences for a diverse population,
3. Ensure that protected open spaces are available throughout the entire town,
4. Utilize open space acquisition as a land use growth management tool,
5. Ensure the utility and longevity of open spaces through good management, and
6. Educate the public about the presence, function, and values of open space.

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.

### **Budget request**

- Acquisition Fund: \$500,000
- Land Management Operations: \$18,000
- Trail Management Fund: \$15,000

## Long Range Planning Advisory Committee (LPAC)

**Regular Members:** Sam Rudman (Chair 1), Breana Gersen (Chair 2), Sandra Lipsey (Vice Chair 1), Becca Casey (Vice Chair 2), Paul Bergkamp, Tom McKeon, Rich Jordan,

**LPAC + Members:** Ted Asherman, Sarah Boudreau, Dave Gagnon, Jenny Grimm, Michael Vance, Bob Shafto

**Council Liaison:** Claudia King

**Staff:** Theo Holtwijk, Lucky D'Ascanio, Amanda Stearns, Andrew Clark, Meredith Sells

LPAC is the primary advisory committee to the Council on long range planning.

LPAC webpage: [www.falmouthme.org/long-range-planning-advisory-committee](http://www.falmouthme.org/long-range-planning-advisory-committee)

### 2018 Accomplishments

- Met 17 times.
- Updated The Greening of Falmouth report with a new plan, the 2018 Falmouth Open Space Plan: Honoring Our Legacy, Now and for Our Future. This plan was developed by an expanded committee (LPAC+). The open space plan work included:
  - 29 meetings held by LPAC+ between fall 2016 and summer 2018
  - Open space site visits around Falmouth
  - Analysis of Town data and maps
  - Evaluation of past open space accomplishments
  - Fall 2017 - Online, town-wide open space survey (458 responses)
  - June 2018 - Online, town-wide feedback survey (32 responses) & Open Space Forum
- Presented new Open Space plan for adoption to Town Council. Plan was adopted by the Council on October 22, 2018.
- Evaluated learnings, weaknesses, and opportunities regarding growth and density resulting from the 2016 Zoning Amendments. This assignment is based on the April 2018 Council resolution 115-2018, and tasks in the Council Work Plan to review and evaluate growth and density.

### Summary of Ongoing Duties

The Council charge for LPAC states that its assignments include, but are not limited to:

- analysis and development of recommended land use policies;
- development and updating of the Comprehensive Plan;
- development of specific recommended actions the town should take to implement the Comprehensive Plan;
- development of recommended land use ordinances and regulations and amendments; and
- any other projects as the Council may choose to assign it.

### Goals for 2019

- Complete the evaluation of 2016 growth and density-related zoning amendments and growth caps
- Other goals are dependent upon Council assignments

### Budget Request

In-house staff will provide the majority of support for the committee. For specific mapping analysis, the staff works with a GIS consultant.

## **Parks and Community Programs Advisory Committee (PAC-PAC)**

**Members:** Chair Karen Jones, Vice Chair Janet Lane-Dye, Melanie Collins, Sally Bitan, Joel Glass, and Andrea Mittleider (mid-year vacancy)

**Council Liaison:** Amy Kuhn

**Staff Liaison:** Lucky D'Ascanio

### **2018 Accomplishments**

- The committee started the year at full capacity but lost a member mid-year; and thus struggled with quorums a few months.
- The committee worked with the Tercentennial committee to promote activities and also volunteered and participated in several Falmouth 300 events when available.
- The committee was invited on informative tours of the Town Parks and Open Spaces in both May and October. Lead by Parks Supervisor Jeff Mason, the tours provided an overview of the parks and open space properties on the West side of town as well as town facilities and town-maintained cemeteries.
- Several committee members attended and assisted with the Annual Holiday Tree Lighting at Village Park.
- A new agenda item, "Staff Spotlight" was added this year which introduced not only new employees in the Parks & Community Programs department to committee members but reacquainted the committee with long standing employees of the department and highlighted the work that each of them do.

### **Summary of Ongoing duties**

- At each PAC-PAC meeting oral reports from the Parks Division and Community Programs Department are given, we 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 2019**

- Continue to offer yearly Facilities/Parks & Open Space Tour for committee members and new council members.
- Work with Long-Range Planning Committee and members from other committees to inventory and look at the town's active recreation opportunities for adults and children and all facilities.
- Review and revise the committee work plan

# Planning Board

**Members:** Thomas McKeon (Chair), Jason Cole (Vice-Chair), Bruce Kaplan, Rich Jordan, Jamie Kelly, David Sinnett and Peter Kenlan

**Staff Liaison:** Dawn Emerson

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.

## 2018 Accomplishments

- Conducted 11 meetings.
- Processed 22 development applications and issued 27 approvals to applicants.
- Held 8 public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- The approvals granted in 2018 include:
  - Subdivision approval for a 16-unit, two-family condominium development on Blackstrap Road.
  - Subdivision and Site Plan Re-Approval for a 10-unit expansion of the Falmouth House Assisted Living Facility at the Ocean View Retirement Community.
  - Subdivision and Site Plan Approval for a Fitness Center at the Ocean View Retirement Community.
  - Site Plan Approval for an 18,810 sf expansion at Falmouth Memorial Library.
  - Site Plan Approval for Redevelopment of Falmouth Irving Lil-Mart located at 264 US Route One.
  - Six (6) subdivision amendments to create one new lot at 27 Arborside Drive, two boundary line corrections, one perimeter buffer treatment amendment, one to eliminate a condominium unit, and one recorded plan correction.
  - Four (4) Private Way Amendments.
  - Two (2) Shoreland Zone Permits.
  - Two (2) Sign Permits
  - One (1) Fill Permit

## 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, Peter LaFond, Chris Malley, Richard Klain, Alan Solander, Dave Low, and Donna Lee Cheney

**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. The committee met 8 times in 2018.

## 2018 Accomplishments

- Continued to distribute a monthly newsletter to a mailing list of over 200 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 5th Annual home Energy Fair at the LEED certified Elementary School in January with the Towns of Cumberland and Yarmouth for the first time. The 2018 event saw roughly 200 people, children’s’ activities are provided and door prizes as well for all attendees to be entered to win.
- Held a REAC movie night showing TideWater with the Union of Concerned Scientists in March at the Falmouth Memorial library.
- Held an Earth Day related educational event called “Talkin Trash” at the Transfer Station in April
- Held the first “National Drive Electric Event” with the Towns of Cumberland and Yarmouth at the TideSmart facility in Falmouth in September; event saw over 100 people.
- Finalized and presented the updated Energy and Sustainability Plan to the Town Council in October.
- Held the second WindowDressers Community build at the Mason-Motz Activity Center in November
- Applied for and was awarded a \$7,500 grant to expand the Food Waste Drop-off Program.
- Managed “Waste Station” at various Falmouth300 events, as well as the October Community Supper
- Helped with redesigning new signage for the Transfer Station.
- Assisted with the Interior Lighting LED project for town buildings.

## 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 2019

- Divide the group into subcommittee to focus on Council Work Plan items over the next year. One of the subcommittees will be focused on waste reduction and the other on energy.
- REAC is hoping to propose three ordinances to the Falmouth Town Council, all to implement bans on plastic shopping bags, Styrofoam as well as plastic drinking straws effective April 2020.
- Continue to host annual events such as The Home Energy Fair, Drive Electric and WindowDressers.
- Work to create an annual event considering either Earth Day in April or Maine Compost Week in May
- Enhance outreach to the business community regarding energy efficiency. Will be hosting an event for Falmouth businesses on energy efficiency with the Falmouth Economic Improvement Committee in March at TideSmart.
- Develop strategies to be better engaged with the business community regarding energy efficiency improvements as well as proper waste management.
- Develop ways to showcase energy savings from streetlight and interior lighting projects on the town's website etc.; assist in development of Sustainability Department website.
- Continue education and outreach efforts—to include movie nights at the library, litter cleanups, tabling at elections, publishing the monthly REAC newsletter, etc.
- Provide quarterly status updates to the Town Council on Energy and Sustainability Plan initiatives.
- Continue efforts to construct a landfill solar project and other alternative/renewable energy sources.

## Tercentennial Committee (ad-hoc)

**Members:** Marge Devine (Chair), Jeannie Madden (Vice-Chair), Sandy Couch-Kelly, Joel Glass, Katie Han, Maddie Joyce, Carol Kauffman, Ellen Snyder.

**Council Liaison:** Caleb Hemphill, Claudia King

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

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

Over the course of the year, the Falmouth Tercentennial Planning Committee and its partner organizations held over 75 events, activities, and programs to commemorate Falmouth's 300<sup>th</sup> year. For a full list of activities visit <https://www.falmouthme.org/falmouth-300/whats-happening/pages/falmouth300-calendar-of-events>

Highlights from the year include:

#### *Signature Events*

The Falmouth300 Planning Committee organized the following signature events specifically to commemorate Falmouth's tercentennial.

- **Falmouth300 Kick-Off Fireworks** at Very Merry Falmouth—December 1, 2017, Presented by Tyler Technologies
  - The kick-off event drew an estimated crowd of 500 to the Event Tent on Route 1 and hundreds more viewed the fireworks display along Route 1.
- **Falmouth Fest and Old Home Days, Memorial Day Weekend**—May 26, 2018, Presented by Cumberland County Federal Credit Union
  - Despite rain and thunderstorms, some 1000 people attended this town-wide community festival at Falmouth's Community Park, consisting of musical entertainment, food, living history demonstrations, exhibits, old fashioned contests and games, artisans, balloon animals, face painting, mad science, rock wall, wagon rides, magic, and a hot air balloon.
- **Community Picnic & Street Dance**—August 8, 2018, Presented by Back Cove Financial
  - Over 250 people brought a picnic dinner to Village Park to listen to a DJ spin their favorite tunes. Food trucks and the Cumberland County Farmer's Market provided additional menu options. The event closed with a free fireworks display courtesy of Central Maine Pyrotechnics.
- **Town Landing Waterfront Bash**--September 8, 2018, Presented by Town Landing Market
  - **Approximately 800-1000 attended this waterfront event, enjoying** music, ice cream, Eli's Root Beer Tap Van, Cool Coastal Science activities from Science Made Fun, rope making displays, kayaking and SUP demos from Seaspray Kayaking, dockside Coast Guard, Police, & Lobster Boat tours, kids crafts, caramel corn and lobster rolls.
- **Incorporation Day and Veterans Remembrance**—November 11-12, 2018
  - Following Veterans Day services at Falmouth's War Memorial on Depot Road, around 175 people gathered at Falmouth High School Theater to commemorate the official date of Falmouth's incorporation as a town. The event featured period and patriotic music by the OceanView Choir, speeches by Representative Teresa Pierce, State Senator Cathy Breen, Congresswoman Chelli Pingree gave tribute to our Veterans, specifically members of Falmouth's American Legion Post. Senator Angus King's office presented a special congressional record statement to Town Council Chair, Caleb Hemphill, and a film by Falmouth High School students, Joe Dye and Skyler Piltch was screened at the event. Following the ceremony, attendees enjoyed birthday cake and refreshments while viewing The Story of Falmouth traveling exhibit at a community reception.
- **Closing Fireworks** at Very Merry Falmouth—November 30, 2018, Presented by Bath Savings
  - The closing fireworks display drew a larger crowd than the previous year. Organizers put the number at around 800 in or around the Event Tent on Route 1 with many hundreds more watching the display from Legion Field and all along Route 1.

- **Changing Landscapes, Shifting Tides, The Story of Falmouth Event Series**, —Throughout 2018, Presented by Stantec and partially funded by a grant from the Maine Humanities Council
  - In collaboration with the Falmouth Conservation Commission, Falmouth Land Trust, Falmouth Memorial Library, Falmouth Recycling and Energy Advisory Committee, Maine Audubon, and The Falmouth Historical Society, Falmouth300 created a series of 11 events exploring the interactions between humans and the landscape over Falmouth’s 300 year history. The inaugural event, featuring poet and author Richard Blanco, drew a full house of 400 attendees. Other events included historical lectures on the Wabanaki in Casco Bay, the history of coastal tourism along Falmouth Foreside, the Lewiston-Portland Interurban which ran through West Falmouth, the French and Indian Wars and their impact of Falmouth’s history, the history of the Presumpscot River
- **The Story of Falmouth Traveling Exhibit**—Launched December 1 at Very Merry Falmouth and on display throughout Falmouth in 2018, Presented by Leavitt & Sons Deli
  - This 12 panel exhibit explores Falmouth's history through rarely seen images and engaging stories of Falmouth residents from its earliest indigenous population through today. It appeared in venues around Falmouth, including Falmouth Town Hall, Falmouth Memorial Library, Camden National Bank, Falmouth Historical Society and special showings at events throughout the year.

*Publications, Legacy Projects, and Additional Activities*

- **Falmouth300 Program Guide**, mailed to every Falmouth business and residence and uploaded to the Falmouth300 website, which included a four-page historical overview of Falmouth, a self-guided historical tour of Falmouth, and a timeline of Falmouth history  
[https://www.falmouthme.org/sites/falmouthme/files/uploads/program\\_guide\\_lowres.pdf](https://www.falmouthme.org/sites/falmouthme/files/uploads/program_guide_lowres.pdf)
- **Falmouth historic site tours**, created in conjunction with Community Programs and the Falmouth Historical Society, which have been uploaded to the FHS website for future use  
[https://www.falmouthme.org/sites/falmouthme/files/uploads/self-guided\\_tour.pdf](https://www.falmouthme.org/sites/falmouthme/files/uploads/self-guided_tour.pdf)
- Restoration of the **Falmouth Mural** which hangs in Town Hall and its soon-to-be published companion book
- Installation of permanent **interpretive signage** at Town Landing highlighting the history of Falmouth Foreside—to be installed in Spring 2019
- **Grant-funding** for partner projects resulting in a film on the history of Falmouth Congregational Church, a film by Falmouth Land Trust on land conservation in Falmouth, the digitization of historical documents at Falmouth Historical Society, a Falmouth cemetery guide created by Falmouth Memorial Library
- **Explore300 Challenge** provided residents with a list of 375 Things to do in Falmouth, which was published in the Falmouth300 Program Guide, on the Falmouth300 website, and promoted through social media. The list also included ways to support non-profits in the community through charitable giving and volunteerism. <https://www.falmouthme.org/sites/falmouthme/files/uploads/explore300.pdf>
- **Donate300 Challenge** promoted investing in the future through charitable giving throughout the year by highlighting 12 area businesses and organizations which held month-long donation drives for area charities. . <https://www.falmouthme.org/falmouth-300/get-involved/pages/donate300>
- **Move300 Challenge** invited residents to move 300 miles during 2018. Participants logged miles for prizes and invested in their future by investing in their health <https://www.falmouthme.org/falmouth-300/get-involved/webforms/move300-challenge>
- **My Favorite Falmouth** invited residents to submit artwork, poetry and written words to convey their Favorite Falmouth. Submissions were published to an online exhibit at:  
<https://www.falmouthme.org/falmouth-300/get-involved/pages/my-favorite-falmouth-0>

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

With this report, the Committee has fulfilled the charge of the Town Council and its work is completed.

# Board of Zoning Appeals

**Members:** *(Members listed below have served on the Board for at least a portion of the 2018 calendar year)* Nathan Smith (Chair), Stan Given, Anthony DeRice, F. Jay Meyer, Jay Trickett, Alexander Pratt, Nick Guerrette,

**Staff Liaison:** Justin Brown

## Summary

The Board conducted 8 regular meetings.

## Accomplishments

The Board addressed a total of 14 separate applications in 2018 (2017 total was 29).

- 8 applications were reviewed under section 19.77 for Enlargement of Non-Conforming.
- 2 applications were reviewed under section 19.84 for Teardown/Rebuilds.
- 2 applications were reviewed under section 19.119 for a Miscellaneous Conditional Use.
- 1 application was reviewed under section 19-120 for a General Variance request.
- 1 application was reviewed under section 19.121 for a Setback Variance request.

## Summary of Duties

The Board is constituted under its Ordinance. The Board meets once per month on the 4th Tuesday. The Board consists of five members and two alternates. The Board's role is to hear applications for Conditional Uses, Variances, 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 was fortunate to enough to have all 7 seats filled for 2018 and it appears that the Board will have 7 members for 2019 as we have recently picked up a new member to replace a long-standing member being termed out. A primary goal in 2019 is to setup a time that the Town Attorney will be able to speak with the Board as a whole in the form of an informal workshop to reiterate and clarify some typical practices and protocols of Board meetings as well as answer any questions members might have about the process and legal procedures. The Board members will also be encouraged to attend education potentials outside of the workshop referenced above.

## Budget request

\$1500 for Workshop cost and legal work