

**2015-16 Council Work Plan** Updated: November 25, 2015

| Committee                       | Reference #              | Action   | Schedule and Updates  | Sep-15  | Oct-15     | Nov-15     | Dec-15        | Jan-16          | Feb-16          | Mar-16       | Apr-16              | May-16    | Jun-16      | Jul-16   |
|---------------------------------|--------------------------|--|---|---------|------------|------------|---------------|-----------------|-----------------|--------------|---------------------|-----------|-------------|----------|
|                                 |                          |  |   | Accept  | Approve    | Authorize  | Complete      | Construct       | Discuss         | Finalize     | Fund                | Implement | Incorporate | Initiate |
|                                 |                          |  | Suggestions for the month-to-month chart →  |         |            |            |               |                 |                 |              |                     |           |             |          |
| Appointments Committee          | OTHER                    | Update the Town Manager's employment contract.   | Update (November, 2015): Town Attorney is reviewing language.   |         |            |            |               |                 |                 |              |                     |           |             |          |
| Appointments Committee          | OTHER                    | Consider 360 Review  |   |         |            |            |               |                 |                 |              |                     |           |             |          |
| Appointments Committee          | OTHER                    | Comprehensive review of committee structure to include, but not be limited to, the following: (a) Review appointments process and tenure of appointees, (b) Evaluate feasibility of committee mergers and determine whether any committees could be eliminated, (c) Evaluate the need to establish a facilities committee or assign an oversight function to an existing Council sub-committee.  |   |         |            |            |               |                 |                 |              |                     |           |             |          |
| Community Development Committee | CP 21A/B 41/50 42 44 A/B | Finalize and present amendments to the Town Council that implement the Year 1 Comp Plan recommendations approved April 2015 and presented by the CDC and LPAC. (A. Stearns staff)  | Priority 1 - Project completion is prioritized over starting any new projects. It is recognized that the Council may assign certain new tasks to the CDC that may require attention.                          | Develop | Develop    | Develop    | Finalize      | Public Outreach | Public outreach | Introduction | Hearings            | Adopt     |             |          |
| Community Development Committee | ED 24                    | Revise zoning, ordinances, and other requirements that may be hindering redevelopment [of large vacant spaces].  | Priority 3 - Goal for completion: 2016 Staff will work on preparing background and options for the CDC. FEIC and ED Staff may need to help clarify what the specific issues are.                              |         | Staff Work | Staff Work | Review        | Review          | Finalize        |              |                     |           |             |          |
| Community Development Committee | CP 66                    | Revise Falmouth's subdivision and site plan regulations to require that the historic and archaeological significance of a site be investigated (especially in areas identified by the State Historic Preservation Office as "Resource Potential Areas") as part of the development review process; and that resources be provided in the design of a project to help identify, protect, and preserve, as appropriate, any discovered artifacts. Review State requirements and programs. Add to Zoning ordinance. | Low priority, push to 2016 unless time permits at the end of the year.  |         |            |            |               |                 |                 |              |                     |           |             |          |
| Community Development Committee | CP 24                    | Establish a Review the bicycle and pedestrian transportation plan that shows how a linked network can be created throughout the community. (This task is generally the responsibility of staff and a stakeholder group with CDC as a check-in for policy considerations and input.) (T. Holtwijk staff)  | Goal for completion: December 2015. 2015 Bicycle-Pedestrian Plan is being prepared and is expected to be complete by December 2015. CDC will make themselves available at appropriate times to provide input. |         | Draft Plan | CDC Review | Public Review | Finalize Plan   | Council Review  | Adopt        | Plan implementation |           |             |          |
| Community Development Committee | CP 44A                   | Review the existing Future Land Use Plan and finalize the boundaries between the rural and growth areas on the Future Land Use Plan map. <b>Combined into one item on Row 7.</b>   | 2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted Growth/Rural-Boundary Map. Next step is to finalize and adopt amendments.   |         |            |            |               |                 |                 |              |                     |           |             |          |

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|                                 |             |   |   |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP-41/50    | Review the current growth permit provisions in the ordinance and develop amendments that will result in the significant majority of new residential units to be constructed in the growth areas and limit the number of residential units in the rural areas over the next ten years. This includes looking at a variety of regulatory tools that help to manage/plan growth.<br><b>Combined into one item on Row 7.</b>  | 2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted growth permit concept. Next step is to finalize and adopt amendments.   |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP-22       | Explore the creation of a Route 100 North TIF District to help fund required transportation improvements. Council Directive: Support and monitor the Route 100 overall visioning effort. <b>DELETE THIS ITEM AS IT IS COVERED BY NEW ITEM IN ROW 7.</b>   | 2015/16. Update (June 23, 2015): Council accepted Route 100 Vision Report and authorized Engineering RFP. The next step will include hiring a multi-disciplinary engineering consultant team to develop a preliminary design plan that can quickly transform into construction plans. Staff will seek MaineDOT financial assistance. The Town Council will need to modify the existing West Falmouth Crossing TIF District or create new TIF District. A referendum question will be needed for the June 2016 election if construction is desired in 2016/17. |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP 21B      | Use the results to evaluate underdeveloped, undeveloped and currently developed parcels in the growth area and recommend new regulatory standards and incentives to promote compact, walkable neighborhood design and increase the development potential of growth areas, while respecting unique characteristics of neighborhoods.   | 2015/16: Develop new ordinance amendments. Update (June 23, 2015): Council accepted LPAC/CDC's 2014-15 recommendations. LPAC has proposed to work on additional growth/rural tools in 2015-16 (road standards).   |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP 21A      | Study the growth areas to determine the historic growth patterns in established neighborhoods, such as The Flats, Foreside, Pleasant Hill, and Brookside, including density (lot size), dimensional requirements and pattern of development and compare the results to existing zoning requirements in these areas. Amend the Land Use Ordinance to reduce most of the non-conformities found.  | 2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted density, ADU, and other concepts. Next step is to finalize and adopt amendments.  |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP 44B      | Review the Areas for Potential Zoning Review map and confirm or amend the recommendations for areas to be reviewed for zoning changes including protection of natural resources and recommend zoning changes for Areas 1-9.   | 2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted zoning district concepts. Next step is to finalize and adopt amendments.  |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | CP 42       | Amend the Land Use Ordinances to (a) encourage compact, walkable developments in the growth area; (b) establish clear density standards and efficient permitting; (c) allow residential uses, restaurant, and neighborhood stores in the Business Professional (BP) district; and (d) evaluate the feasibility of tools such as Transfer of Development Rights (TDR). For CP 42a see CP 21B. For CP 42b see CP 41/50 and CP 21B. For CP 42c see CP 35. For CP 42d see CP 41/50. | Council Directive: Staff to ask Conservation Commission if they want to have a role in this effort. Update (June 23, 2015): See updates in Tasks CP 21A, CP 21B, CP 44A, and CP 41/50. The Conservation Commission has attended an outreach session.  |        |        |        |        |        |        |        |        |        |        |        |
| Community Development Committee | OTHER       | Route 100 zoning  | <b>Priority 2 - To be started immediately after the Year 1 Comp Plan work enters the zoning amendment process</b>   |        |        |        |        |        |        | Start  |        |        |        |        |

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|                         |             |   |   | Treatments applied |        | table at polls | Update brochures |        |        |                            | revisit treated areas | contact landowners | table at polls | prepare fall 2016 contract |
| Conservation Commission | CP 11       | Continue to educate citizens on the dangers of invasive plants and need for their removal. Council Directive: Education through mapping, web site, and educational programs are effective and the Council encourages the Conservation Commission to continue and advance this effort. | Update Sept 2015: Treated West Falmouth roadsides and town lands; Oct 2015: Initiate postcard for website attention-getter; Nov 2015: Print postcard for the polls. Hand out website and anti-invasive flyers at the polls. Identify new properties for treatment in September 2016; Dec 2015: Update and re-print anti-invasive brochures; April 2016: Re-visit and evaluate previously treated West Falmouth areas; May 2016: Mail letters and postcards to Middle Falmouth landowners. Consider having another educational program about identification and treatment of invasives; June 2016: Hand out website and anti-invasive flyers at the polls. Meet with Middle Falmouth landowners; July 2016: Prepare contract and other details for September re-treatments and new treatments. |                    |        |                |                  |        |        |                            |                       |                    |                |                            |
| Conservation Commission | CP 51       | Implement a program to educate property owners regarding non-point pollution sources, septic systems, and watersheds. (To date only a problem identification program has been developed.)   | Nov 2015: Discuss updating and establishing annual program to educate property owners; Dec 2015: Consider changing "Yardscaping" to "Lawns for Lobsters" à la Kennebunkport. Incorporate ideas from Cumberland SWCD; Jan 2016: Plan details for such a program; Mar 2016: Initiate such a program; May 2016: Implement such a program and update website.   |                    |        | Research       |                  | Plan   |        | Initiate                   |                       | Implement          | Update website |                            |
| Conservation Commission | CP 68       | Review the Town's Zoning Ordinance to protect wetlands and make changes as necessary. Assess adequacy of current wetland protections.   | Oct 2015: Continue work with identification of vernal pools; Nov 2015: Begin review of 2009 LPAC Natural Resource Protection Report; Jan 2016: Begin review of Town's Wetlands and Land Use Ordinances; Feb 2016: Discuss with individual councilors to get their suggestions; Mar 2016: Begin to assess adequacy of current wetlands protection. Develop presentation for Council; Apr 2016: Give presentation (with recommendations) to Town Council; May 2016: Plan next steps in work with Land Use Ordinances; Jun 2016: Prepare information for Council's July retreat meeting, including amendment(s) to be adopted in 2016-2107 if appropriate.   |                    |        | Review         |                  |        |        | Assess current protections | Present to Council    | Next steps         | Prepare        | Introduce                  |
| Conservation Commission | CP 67       | Evaluate significant natural resources in rural area and amend the Land Use Ordinances as necessary.  |   |                    |        |                |                  |        |        |                            |                       |                    |                |                            |
| Council                 | CP 15       | Review implementation progress of the Comprehensive Plan annually.  |   |                    |        |                |                  |        |        |                            |                       |                    |                |                            |
| Council                 | OTHER       | Evaluate the need for a conflict of interest policy including a review of state laws and other policies developed in other communities.   | Update (Dec, 2015): Research and preliminary discussion occurred in 2015 with the need to continue discussion and consideration in 2015/16.   |                    |        |                |                  |        |        |                            |                       |                    |                |                            |
| Council                 | OTHER       | Review and amend where necessary the Council Rules.   | Update (Summer, 2015): Research and preliminary discussion occurred in 2015. There has been no interest to proceed with changes at this time.   |                    |        |                |                  |        |        |                            |                       |                    |                |                            |
| Council                 | CP 53       | Develop a citizen education plan to educate Town citizens on the benefits of further regional coordination.   |   |                    |        |                |                  |        |        |                            |                       |                    |                |                            |

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|                   |             |   |   |         |         |        |        |         |        |         |           |        |           |        |
| Council           | CP 54       | Leverage regionalization opportunities to help broaden fiscal flexibility by (a) Seeking to regionalize non-priority cost-centers for the Town, (b) Freeing up Town resources to control mil rate increases or enable other Plan projects, and (c) Endorsing the goals of the Economic Development Plan to broaden the Town's tax base.         |   |         |         |        |        |         |        |         |           |        |           |        |
| Council           | CP 39       | Seek public input from seniors and explore the development of housing that is attractive to an age 65-and-older population, including alternative senior housing programs, such as home sharing programs, accessory apartments, adult family care homes and congregate housing, and sliding scale development.                                  | The Town Council has started to have discussions and presentations about affordable housing. The Town Council has also established a new Senior Committee that is looking into matters related to seniors including housing.                  |         |         |        |        |         |        |         |           |        |           |        |
| Council           | ED 20       | Study potential options for the reconfiguration of existing Turnpike-Route 1 interchange to increase economic activity at this location.  |   |         |         |        |        |         |        |         |           |        |           |        |
| Council           | NEW         | Regional coordination: Discuss and consider some ideas raised at a meeting of the Council Chairs from Yarmouth, Freeport, Cumberland and Falmouth. Ideas could include anything including, by way of example and not limited to: equipment acquisition, service coordination; regional planning; corridor planning and other areas of interest. |   |         |         |        |        |         |        |         |           |        |           |        |
| FEIC              | ED 1        | Charge the FEIC with the task of monitoring and implementing the economic development strategy through specific projects, collaborations, and network building as well as evaluating progress and recommending adjustments over time.   |   | Adopted |         |        |        |         |        |         |           |        |           |        |
| FEIC              | ED 4        | Create a feedback system to allow for improvements in the site plan review process. This may take the form of a survey that is provided to all businesses that go through the application process. Implement suggestions as feasible. Specific improvements may include improving staff customer service skills and project tracking systems.   |   | Discuss | Discuss |        | Draft  | Conduct |        | Analyze | Recommend | Review | Implement |        |
| Finance Committee | CP 19       | Continue to allocate most of the new municipal infrastructure investments to the designated growth areas. Council Directive: There needs to be a new mindset and awareness about where and how funding is used.   | Have incorporated mindset into the development of existing CIP, existing TIF Development Plans and new TIF Development Plan.  |         |         |        |        |         |        |         |           |        |           |        |
| Finance Committee | ED 16       | Connect the economic development plan with the Capital Improvement Plan and Tax Increment Financing for funding of projects, programs, and initiatives to support through these avenues.  |   |         |         |        |        |         |        |         |           |        |           |        |
| LMAC              | CP 12       | Continue to promote awareness of existing open space properties and the recreational opportunities they offer to Falmouth residents. Council Directive: Increase public awareness about open space programs and efforts. Develop plan for future management and programming including succession planning.                                      | FCP continues to offer cooperative programming with the Land Trust and other groups described in each seasonal published brochure. We are also working with a local Maine Master Naturalist to develop field guides to open space properties. |         |         |        |        |         |        |         |           |        |           |        |
| LMAC              | CP 9        | Focus on the acquisition of property or easements that will provide connectivity between existing blocks of park and conservation land.   | LMAC and the Town Ombudsman continue to work with land owners, rate potential properties and pursue grant opportunities to support this task.   |         |         |        |        |         |        |         |           |        |           |        |

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|                     |                   |   |  |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | CP 30             | Provide a signage system and town website to guide people to, and provide information about, sites (buildings and open spaces) of significant historic and cultural value. Open space signage is being developed and placed by LMAC.  | LMAC will be working on this project including signage, web site and a 3rd edition revised map.  |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | CP 59             | Consider preservation of agricultural land in addition to land already protected by easement. Council Directive: Develop recommendations for future strategic approaches and bring forward opportunities when discovered.   | Ongoing. LMAC and Land Trust with approval of Town Council worked to acquire and preserve the Capall Farm, now called the Hurricane Valley Farm. An advisory board will include a Town Representative.   |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | CP 60 (and CP 61) | Explore what measures the Town should undertake to support privately-owned forest lots.   | Ongoing. LMAC held a public forum in March (2014) and private property owners in the Tree Growth program were invited to attend. The Town's forester will incorporate a public education effort with any forestry practices on town owned property and private property owners will be notified about these opportunities. |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | CP 62             | In cooperation with the Maine Historic Preservation Commission, prepare a nomination to the National Register of Historic Places of the archaeological site at River Point. (Assess value of such designation and make a recommendation to move forward or not request a nomination.)   |  |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | CP 63             | Inventory lands with potential high value soils by including an inventory of land that has been farmed in the past.   |  |        |        |         |        |        |             |         |        |        |           |        |
| LMAC                | NEW               | Review open space abutting private property; Educate abutters.  |  |        |        |         |        |        |             |         |        |        |           |        |
| LPAC                | CP 65             | Evaluate and propose Land Use Ordinance amendments regarding the amount and method of required open space in the growth area of the Resource Conservation Zoning Overlay District, including corresponding maximum densities in this area.  | LPAC has proposed to address this topic as part of its 2015-16 Work Plan.  |        | Review | Discuss | Draft  | Review | Recommended |         |        |        |           |        |
| LPAC                | CP 64             | Evaluate and propose Land Use Ordinance amendments regarding the amount and method of calculation of required open space in the rural area of the Resource Conservation Zoning Overlay District without impacting corresponding maximum density in that area.   | LPAC has proposed to address this topic as part of its 2015-16 Work Plan.  |        | Review | Discuss | Draft  | Review | Recommended |         |        |        |           |        |
| LPAC                | CP 36             | Establish a policy along with ordinance/regulation changes that identifies if, when, where, and how Town funds will be used for, and/or developments can recoup, utility infrastructure cost, and conditions/preferences for such cost-sharing. This action can be potential recommendation in West Falmouth Sewer Master Plan. | West Falmouth Sewer Master Plan is in progress. This plan will likely offer guidance on how to implement direction offered in this policy suggestion.  |        |        |         |        |        | Review      | Discuss | Draft  | Review | Recommend |        |
| LPAC                | CP 37             | Explore the feasibility of a mechanism for the Town to assist development financially with sewer extensions in the growth area. This action can be potential recommendation in West Falmouth Sewer Master Plan.   | West Falmouth Sewer Master Plan is in progress. This plan will likely offer guidance on how to implement direction offered in this policy suggestion.  |        |        |         |        |        | Review      | Discuss | Draft  | Review | Recommend |        |
| LPAC                | OTHER             | Review street standards   |  |        |        |         |        |        | Review      | Discuss | Draft  | Review | Reco      |        |
| Ordinance Committee | Other             | Develop an ordinance concerning the regulation of plastic bags. (Work to also include the effort of REAC)   | Goal for completion: December 2015   |        |        |         |        |        |             |         |        |        |           |        |

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|                                |                     |  |  |         |              |                 |           |         |                |               |        |        |            |           |
| REAC                           | CP 5                | Develop an energy plan for the municipality and school department. Update annually. (a) Reduce overall energy consumption through conservation, energy efficiency and alternative energies. (b) Determine and describe town interest in participating in group or regional energy initiatives. (c) Assess need for guidelines on new installations of alternative energies such as wind, solar, tidal, etc. (d) Continue pursuit of town-wide natural gas options. Council Directive: REAC to prepare a progress report on the Green Ribbon Commission Report and other initiatives by December 2014 at which time the Town Council will authorize future work to be determined. The status report must also address the following: (a) Commitment to reducing fossil fuel use with focus on life cycle cost analysis for each initiative, (b) Priorities for future initiatives (buildings, transportation, education, renewable energy, etc), (c) Town energy discussion – role of offsets, (d) Outline of any deemed necessary and recommended energy policies not already adopted. | Goal for completion: December 2015. REAC is developing an updated plan. Kimberly will be working with Pete McHugh, Finance Director, and Competitive Energy Services in July to determine the best use of the Energy Fund, in meeting the 2% emissions reduction goal. These findings will be incorporated into the Town and School Energy Plan. She will also be working with the School Dept. to understand their needs.   |         |              |                 |           |         |                |               |        |        |            |           |
| REAC                           | ED 34               | Conduct research into available funding and grants for implementation of sustainability projects for municipalities.   |  |         |              |                 |           |         |                |               |        |        |            |           |
| REAC                           | ED 35               | Support businesses or organizations that are undergoing efforts to increase sustainability, while improving their bottom line.   |  |         |              |                 |           |         |                |               |        |        |            |           |
| REAC                           | OTHER (CP 5 & 36)   | Solar Farm Development   | Memo update to be provided to the Town Council in Dec 2015 and memo to include work plan schedule for this project.  |         |              |                 |           |         |                |               |        |        |            |           |
| Route 1 North Vision Committee | CP 35<br><br>CP 42c | Prepare a Route 1 (North) Development Plan working with the Town of Cumberland and others as appropriate. Council Directive: The Council will create a charge for a new committee that will be established in 2015/16.<br><br>(c) allow residential uses, restaurant, and neighborhood stores in the Business Professional (BP) district   | 2015/16 develop vision and concept plan. Update (June 23, 2015): Staff is exploring Route 1 Complete Street Planning Grant application with Freeport, Yarmouth, and Cumberland.  |         | Adopt charge | Adopt amendment |           | Appoint | Meet           | Tour          | RFP    | Review |            | Recommend |
| Ad-hoc Zoning Committee        | CP 6                | Amend the Land Use Ordinances by December 2014, so they contain a clear organization and clear procedures resulting in: (a) improved expectations for applicants as well as staff and volunteer boards, (b) a more efficient and effective permitting process, (c) inclusion of performance-based requirements, and (d) no conflicts with design guidelines (using the current re-write of the Route 1 districts as an example).   | The Administrative Re-org is in process with the assistance of a consultant, Kendig Keast Collaborative.   |         |              |                 |           |         |                |               |        |        |            |           |
| Route 100 Committee            | OTHER               | Route 100 Capital Design   | <b>Update (October 8, 2015): Council accepted Route 100 Vision Report and authorized Engineering RFP. FST was hired to develop a preliminary design plan and cost estimate. Staff is seeking MaineDOT financial assistance. CDC will review Route 100 Committee's work before Preliminary Plan is finalized. The Town Council will need to modify and extend the term for the existing West Falmouth Crossing TIF District. A referendum question will be needed for the June 2016 election if construction is desired to start in 2017.</b> | Prepare |              | Review          | Recommend | Present | Financial Plan | Ref. Question |        |        | Referendum |           |

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| <b>Tercentennial Committee</b> | CP 29       | In cooperation with the Falmouth Memorial Library, Falmouth Historical Society, Falmouth Schools, Greater Portland Landmarks, and the Maine Historic Preservation Commission and other applicable organizations, conduct educational event(s) to celebrate Falmouth's Tercentennial in 2018 and promote Falmouth's historic resources, such as participation in Historic Preservation Week. Begin the planning efforts for this event, and conduct lead-up events. Council Directive: This effort will require passionate and enthusiastic volunteers. It is okay to partner with other organizations such as the Library, Historical Society, etc. but the Town must take a majority of the responsibility and the event(s) and effort must be at a very high level. The Council will create a charge for a new committee that will be established by December 2014. | Update (Dec, 2015): The Town Council has appointed a new committee and the committee reported its initial findings and recommendations in November. The Town Council subsequently authorize the expenditure of funds for assistance with this project with a requirement that there be a Council update from the Committee in the winter of 2016. |                   |        |        |        |        |           |        |        |        |        |        |
| <b>Connector Committee</b>     | CP 2        | Establish a safe trail connection between the school campus and Falmouth Community Park. Council Directive: Establish a working group with passion and stakeholder interest to develop a value statement, recommended design options, and a fundraising and/or financing plan.  | The committee reported to the Council in November 2015 and received authorization to expend more funds for study with an expectation to report back to the Council in 2016.   |                   |        |        |        |        |           |        |        |        |        |        |
| <b>Staff</b>                   | ED 13       | Prepare digital marketing material outlining the assets of Falmouth related to those industries including workforce, education, space, etc.   |   |                   |        | Draft  |        | Review | Implement |        |        |        |        |        |
| <b>Staff</b>                   | ED 10       | Create promotional material and a website that highlights the assets of Falmouth including the schools, recreation, transportation, accessibility, and quality of local workforce. Focus on digital and web mediums as opposed to brochures and hard copy material.   |   |                   |        | Draft  |        | Review | Implement |        |        |        |        |        |
| <b>Staff</b>                   | NEW         | Discuss what resources are necessary to fill the role of communications coordination – possibly combined with School Department with some attention to expanding social media presence. Also, consider whether to use also rely on same resource/staff/consultant to also have a role in community promotion – tercentennial, festivals, community events (also see some suggestions in economic development plan).   |   |                   |        |        |        |        |           |        |        |        |        |        |
| <b>Staff</b>                   | NEW         | Prepare and adopt zoning ordinance amendments that implement the stormwater recommendations that are contained in the 2013 "Route 1 Commercial District Stormwater Management Report" prepared by Woodard & Curran.   |   |                   |        |        |        |        |           |        |        |        |        |        |
| <b>Staff</b>                   | ED 22       | Support ongoing investments in water quality and storm water management.  |   | Respond as needed |        |        |        |        |           |        |        |        |        |        |
| <b>Staff</b>                   | NEW         | Public efforts to fill large vacant commercial property.  |   |                   |        |        |        |        |           |        |        |        |        |        |

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| Staff     | CP 52       | Proactively, make available technical assistance/educational information to stem stormwater runoff in and around Falmouth roads and critical shoreline areas.   |   |          |          |             |             |            |               |            |                    |              |                 |        |
| Staff     | NEW         | Sign ordinance review   | 2016 - this will be an internal project and be presented to administration with staff recommendations in late spring. Goal is maintain the current character of sign regulation.  |          |          |             | In progress | staff work | staff work    | staff work | staff work         | presentation |                 |        |
| Staff     | CP 25       | Design and implement an expanded wayfinding system to help people with orientation and navigation throughout the community.   | Council accepted Wayfinding Plan. Consultant and staff will eventually seek bids for installation. Recommended bid to be brought back to Council for TIF funding authorization. Staff is reevaluating installation plan and will discuss at a later date with the Council to determine if less signage is preferable. |          | Complete | Bid package | Bidding     | Authorize  | Manufacturing |            | Installation Phase |              | Discuss Phase 2 |        |
| Staff     | NEW         | Discuss whether to recoup legal fees in certain situations when assisting partners, applicants, etc.  |   |          |          |             |             |            |               |            |                    |              |                 |        |
| Staff     | ED 21       | Explore how the Town can support and/or partner in the expansion of broadband throughout Falmouth.  | Recommend defer to 2017/18 after the Town's contract for services expires.  | Research |          |             | Plan        |            | Recommend     |            | Review             |              | Implement       |        |
| Staff     | ED 2        | Survey businesses who have been through the site plan review process within the last 3 years and ask for their feedback. Implement feedback from the survey to improve the process and codes to make it easier for applicants to understand and comply.                             |   | Discuss  | Discuss  |             | Draft       | Conduct    |               | Analyze    | Recommend          | Review       | Implement       |        |
| Staff     | ED 51       | Continue to engage with the existing entrepreneurial and small business networks and attend their functions.  |   | Attend   |          | Attend      |             | Attend     |               | Attend     |                    | Attend       |                 | Attend |
| Staff     | CP 69       | Complete a pavement condition survey every three to five years, evaluate its findings, incorporate them into the Town's asset management software program, and update the Capital Improvement Plan (CIP) accordingly.   | Staff is recommending implementation in either 2016 or 2018. There are too many capital projects scheduled in 2017 to also take on this task.   |          |          |             |             |            |               |            |                    |              |                 |        |
| Staff     | ED 8        | Implement a regular business engagement effort including business visitation meetings to discuss issues, opportunities and listen to any concerns. Document, summarize, and communicate findings and trends on an annual basis. Follow-up with all specific concerns/issues raised. |   |          | Prepare  | Schedule    | Conduct     |            |               | Document   | Communicate        |              |                 |        |
| Staff     | CP 33       | Monitor water quality at Town Landing to ensure it remains safe for swimming. Council Directive: Staff to ask Conservation Commission if they want to have a role in this effort.   | New Energy and Sustainability Coordinator will continue to research options for testing implementation for 2016 summer season.  |          |          |             |             |            |               |            |                    |              |                 |        |



| Committee | Reference # | Action   | Schedule and Updates   | Sep-15 | Oct-15                   | Nov-15            | Dec-15              | Jan-16          | Feb-16 | Mar-16              | Apr-16 | May-16    | Jun-16 | Jul-16                |
|-----------|-------------|--|--|--------|--------------------------|-------------------|---------------------|-----------------|--------|---------------------|--------|-----------|--------|-----------------------|
|           |             |  |  |        |                          |                   |                     |                 |        |                     |        |           |        |                       |
| Staff     | CP 31       | Proactively plan for sewer, water, and other utility extensions in the designated growth area. Assess the options and means of participating in collaborative efforts with agencies and regional groups to better serve residents and businesses. (a) Assess the implications of increased emphasis on smaller, clustered lots as they pertain to reliability of wells and septic in closer proximity to each other, and if/how this should affect proactive extensions of public water and/or sewer service. (b) Establish a plan for additional public water service in the designated growth area in cooperation with the Portland Water District (PWD). (c) Establish a plan for targeted sewer service in the designated growth area. The Council authorized a sewer master plan for the area west of Interstate 295. Council Directive: Continue effort with sewer master planning and staff to develop specifications and costs estimates for a public water line expansion feasibility and needs analysis within designated growth areas. Council to consider funding a public water line expansion study at a later date. | Update (Dec, 2015): Sewer – Consultant is preparing draft recommendations report for input from staff, LPAC, and Council. Water - Town staff initiated conversations with PWD staff to review past comprehensive water system documents and current PWD projects. Staff will next explore collaboration with PWD staff to better understand future expansion opportunities, demands/needs and challenges in the Growth Area. |        | Review Sewer Study Draft | Water Study Scope | Present Sewer Study | water Study RFP |        | Prepare Water study |        |           |        | Water recommendations |
| Staff     | CP 23       | Map current and proposed bicycle, pedestrian, and trail improvements and post on Town's website. Incorporate results from 2014 NoPo Plan. See CP 24.   |  |        |                          |                   | Complete            | Post            |        |                     |        |           |        |                       |
| Staff     | CP 20       | Continue to explore alternative resources, including but not limited to non-property tax, direct-funding programs (i.e. "pay to play") as a way to help Town projects move forward if enough residents are willing to support them.  |  |        |                          |                   |                     |                 |        |                     |        |           |        |                       |
| Staff     | ED 54       | As new infrastructure projects are completed ensure they include sidewalks and bike lanes, where appropriate, and highlight what the Town is doing to promote healthy activities.  |  |        |                          |                   |                     |                 |        | Prepare             | Review | Publicize |        |                       |
| Staff     | NEW         | Monitor complete workplan/comp plan items  |  |        |                          |                   |                     |                 |        |                     |        |           |        |                       |

| Committee   | Reference # | Action  | Schedule and Updates   | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 |
|---|-------------|---|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|   |             |   |  |        |        |        |        |        |        |        |        |        |        |        |
| <b>Future Items (not included in this workplan)</b> |             |   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 63       | Meet with existing internet service providers to find out whether making Route 1 retail area "wireless" is possible and what type of infrastructure upgrades would be necessary.  |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 64       | Consider the increased cost associated with the Route 1 retail area going "wireless" and identify ways to raise money to cover these costs.   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 37       | [Explore the creation of] an expanded calendar of events that will bring people into Falmouth including festivals, fairs, races, celebrations, and other events. Encourage participation from local retailers.  |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 55       | [...] Bring together the employers in the region and teachers to establish a curriculum designed to encourage STEM.   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 7        | Revise the ordinances as applicable and work with the business community to both educate on why the ordinances are important and also see if they have suggestions.   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | CP 7        | Create a multidisciplinary task force that will review existing ordinances for clarity from a business perspective. Prioritize, review and implement its recommendations.   | Update (June 23, 2015): The Administrative Re-org is in process with the assistance of a consultant, Kendig Keast Collaborative. and Comm Dev staff. |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 5        | Conduct a thorough review of the zoning ordinances to identify any areas in need of additional consideration.   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 25       | Review zoning to ensure there is adequate space to accommodate small residential development within the designated growth areas.  |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | ED 43       | Support collaborations and partnerships between local/regional agribusinesses and restaurants to encourage the use of local products as restaurants.  |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | NEW         | Exit 10/Bucknam Rd. Light   |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | CP 38       | In cooperation with the Falmouth Historical Society, Greater Portland Landmarks, and the Maine Historic Preservation Commission and other applicable organizations, undertake one or more of the following actions: (a) An intensive level archaeological survey of sites identified by the Maine Historic Preservation Commission. (b) A reconnaissance survey of Highland Lake shoreline and the banks of the Presumpscot and Piscataqua Rivers, and a portion of the shoreline of Falmouth Foreside focusing on Native American settlements. (c) A professional survey of historic archaeological sites focusing on agricultural, residential, and industrial sites relating to the earliest Euro-American settlement of Falmouth in the mid - 17th century. (d) An evaluation of the 1992-93 reconnaissance-level survey of Falmouth's historic above-ground resources by the Maine Historic Preservation Commission, as well as the 1994 Greater Portland Landmarks survey of buildings built prior to 1945, to determine which buildings merit further study for possible nomination to the National Register of Historic Places and consider possible Local Historic District designation. |  |        |        |        |        |        |        |        |        |        |        |        |
| Future Item   | CP 70       | Establish best practices for road-crossing structure replacement to promote aquatic ecosystem connectivity.   |  |        |        |        |        |        |        |        |        |        |        |        |

| Committee   | Reference # | Action   | Schedule and Updates  | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 |
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|             |             |  |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 56       | Create a management system for more efficient, flexible, and open use of Town and School facilities.   |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 55       | Evaluate the routing for current public transit service and update this evaluation if and when commuter rail or express bus service to communities north of Portland is implemented.   |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 58       | Assess community interest in agricultural pursuits, desire for preservation of prime farm soils, promotion of farming, and need for access to agricultural opportunities. Decide whether the Town should take additional steps to protect agricultural land besides easement protection.   |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 47       | Work with PACTS, MaineDOT, and GoMaine to implement a Transportation Demand Management program for Falmouth.   |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 45       | Amend the land use regulations to require interconnection by new developments with surrounding bicycle and pedestrian networks.  |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 71       | Identify one or more high value clam flats, assess its sources of contamination, and investigate remedial action to reopen them for harvest.   | Update (June 23, 2015): The new Energy and Sustainability Coordinator will research options and likelihood for this task. |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 43       | Amend the Land Use Ordinances to reward development with a residential density bonus for projects that exceed ordinance requirements for quality open space, public access to open space, and bicycle/pedestrian connectivity. Council Directive: Ask Conservation Commission if they want to have a role in this effort.  |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 40       | Facilitate a review of the potential impact that extreme weather and rising sea levels, including storm surge, present on facilities and coastal access, and measures which may reduce those impacts.  |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 49       | Track new development by type and location on an annual basis.   |   |        |        |        |        |        |        |        |        |        |        |        |
| Future Item | CP 57       | Request feedback from the community regarding the demand for existing Town and School facilities and share the inventory of those facilities in a more obvious place on the Town's website. Review, and improve where possible, the informational system to educate the public about the existence of Town and School facilities and their availability for use. |   |        |        |        |        |        |        |        |        |        |        |        |