

2019-2020 Council Work Plan Updated February 6, 2020

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	Title	Committee	Lead Staff	Reference	Action	Schedule and Status Updates	Priority	Priority within Committee
1	Marijuana Regulations	Ad hoc Marijuana Committee	AL	TC	Marijuana ordinance and regulations	Two new councilors joined one existing councilor on this Ad Hoc Committee in 2019. The group met on November 20 and scheduled a meeting on January 15. Because of schedule conflicts with another council committee, that meeting was moved to February 26. The committee must decide if and when the town should or should not "opt in" for land uses related to marijuana legislation.	A	1
2	Consistent Agenda Posting	Appointment Committee	NP	S	Move all agenda postings to Council, Planning Board and BZA format.	Amy L is working with all Dept admins to initiate training and directive. At the Jan 31 Appt Comm meeting, they asked staff to switch to VTH agenda format for all Council subcommittees including MJ. They suggested that we phase in appointed committees at a later date. Nathan indicated that we will also look into Mike McDade's suggested software alternatives, as time permits. The Appt Committee is also recommending all board and committee agendas should have an item to review all work plan items, as a reminder.	A	1
3	Committee Updates to Council	Appointment Committee	NP	TC	Suggested at August 2019 retreat that committees could take turns providing oral updates at Council meetings	The Appointment Committee suggests highlighting a board or committee, each month, during a council meeting. The committee will update the council and public on the committee's direction, including the progress relating to the Council Work Plan. Boards will present a synopsis of the board's role in municipal government. These updates will coincide with an article in the Falmouth Focus.	A	2
4	Public Comment Opportunities at Council, Committee, and Board Meetings	Appointment Committee	NP	RR	Review current public comment opportunities for Council, Boards and Committees and consider the need for any changes.	The Appointment Committee recognizes Boards have established rules for conduct at their meetings. The Appointment Committee is creating yearly training, including understanding and conducting public comment opportunities. The Appt Comm also discussed public comment at all committee meetings.	A	3
5	Recording Board and Committee Meetings	Appointment Committee	NP		Review current practices of recording meetings and compare with practices in other communities.	The Appointment Committee has discussed this item and is recommending current practice but to start recording all Finance Committee meetings because most Councilors attend this meeting.	B	4
6	Route 100 Zoning	CDC	EC	R100	Route 100 zoning amendments per Vision Report	On 1/7/19, CDC finished its policy decisions around zoning recommendations. New CDC to become acquainted with current status and then report to the Council. CDC wants to address this issue after work plan items related to rezoning processes and kennels.	A	1
7	Clarify Steps for Zoning Amendments with Development (Checklist)	CDC	EC	GR	Develop new checklist via policy or ordinance that will clarify expectations	This item was referenced the Council's resolution passed earlier in the year. CDC to work with staff to begin task this fall. CDC has discussed at two meetings and is refining policy direction related to both process and submittal requirements for rezoning requests.	A	2
8	VC1 Zone Review re Athletic Field Regulations; Large Buildings; and Overnight Outdoor Kennels	CDC	EC	TC	Review and possibly amend standards for outdoor athletic fields, maximum building footprints and outdoor overnight kennels.	CDC recognized that this item is technically three separate and distinct items. CDC decided to move forward with kennel issue first. On 12/12, CDC finalized its recommendation to the Council. Concept discussion with Council was held on 1/27/20 and ordinance introduction scheduled for 2/10/20.	A	4
9	Public Notice for BZA/PB Proposals	CDC	EC		Review and consider enhancing notification standards for larger development projects.	This item was referenced the Council's resolution passed earlier in the year. Item complete as CDC's recommendation for ordinance amendments was approved by the Council on 1/13/2020	A	5
10	View Ordinance	CDC	EC	RR	Review view ordinance and consider ordinance amendments if deemed necessary.	CDC held several meetings on this topic in early 2018, reviewed options but made no definitive recommendations. CDC may address this, time permitting, after its "A" priorities.	B	6
11	Batson BP Zoning Request	CDC	EC	RR	Lucas Tree will be asking the Council to consider a zoning amendment to move the Business Professional zoning line to accommodate additional commercial development of Northbrook Drive.	This item will be discussed by the Town Council if and when a request is formally made by the property owner and a Councilor is willing to add it to the Council agenda.UPDATE-9/10/19-The Council discussed this item at the 9/9/19 Council Meeting and decided to refer it to CDC for consideration rather than include it with the comprehensive plan update. CDC wants to make more progress on its work plan item related to process/checklist for rezoning requests prior to taking up this item.	A/B	UNRANKED
12	Comprehensive Plan Update	Comprehensive Plan Update New Committee name TBD	TH	CP	Review and evaluate, with public input and use of robust data, residential rates of growth (including growth caps) in all areas of the community and how it is consistent with the Comprehensive Plan. Also review whether the vision created through Comprehensive Planning is still applicable or preferred policy. Specific analysis to include: impact since 2016; units developed under new zoning and those under pre-2016 density standards (those that built at a density lower than allowed under 2016 standards); identify zoning that is of particular concern; policymaker and public understanding of the foundation for growth area standards. This task should also review all comprehensive plan implementation, 2016 amendments and others.	LPAC+ finalized recommendations for RA zoning rules and Council has approved amendments. Council initially asked LPAC+ to conduct review of RB and RD two-family and multi-family development. This charge was revised to discuss the types and formats of data useful for analyzing effectiveness of current Comprehensive Plan Implementation Strategies and useful for informing a Comprehensive Plan update. LPAC+ had been working on this task. The Council has halted that task for the time being, pending a decision which committee should oversee the Comp Plan work. The Council issued a Request for Qualifications (RFQ) to develop a Community Vision and Values statement and is currently reviewing submissions.	A	1
13	Route 1 North Zoning	Comprehensive Plan Update New Committee name TBD	EC	R1N	Review Land Use Ordinances in consideration of recommendations in Route 1 North Plan. (CP 42c)	This item was moved from LPAC to CDC. CDC discussed at its February 2019 meeting. At mid-year retreat, council postponed further action on this item. At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED

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14	Business Perspective Review of Ordinances Task Force	Comprehensive Plan Update New Committee name TBD	TH	CP	Create a multidisciplinary task force that will review existing ordinances for clarity from a business perspective. (CP 7)	Ordinance language for most business districts have been evaluated with Rt.1 North, VC, and Route 100 vision processes. At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED
15	Financial Assistance to Development-Sewer Extensions in Growth Area	Comprehensive Plan Update New Committee name TBD	TH	CP	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.	The West Falmouth Sewer Master Plan did not offer recommendations in this regard. At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED
16	Use of Town Funds Ordinance/Regulations	Comprehensive Plan Update New Committee name TBD	TH	CP	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	The West Falmouth Sewer Master Plan did not offer recommendations in this regard. At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED
17	Zoning Ordinances-Business Community	Comprehensive Plan Update New Committee name TBD	TH	EDP	Review the zoning ordinances and work with the business community to both educate on why the ordinances are important and also see if they have suggestions (ED 7)	At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED
18	Route 1 North/FHOP Zoning Change Request	Comprehensive Plan Update New Committee name TBD	TH	RR	Consideration of request from the former Falmouth House of Pizza owners to enact a zoning change in the BP zone.	At August 2019 retreat, Council directed this item be discussed during next comprehensive plan update.	B	UNRANKED
19	Small Engine Impact Education	Conservation Commission	KD	TC-HC	Create an awareness program to educate the public about the environmental effects of small engines.	The Conservation Commission has done some initial research on this topic. The Town Council has requested that education and awareness be the new focus of this task.	A	1
20	Conservation and Shellfish Committee	Conservation Commission	KD	TC	Merge the Shellfish Committee and Conservation Commission and refresh Shellfish ordinance.	The shellfish and harbor committee can not be merged and will remain separate. The police chief has assigned Frank Soule and Ken Walberg as staff support on this effort. A staff meeting is scheduled for February 7 to discuss next steps.	A	2
21	Consideration of RB and RD Dimensional Standards and TF/MF Status	Council	EC	TC	Consideration of dimensional standards and types of review/permitting of two family (TF) and multi-family (MF) in RB and RD.	Item added at August 2019 retreat. Council had emerging consensus around a desire to review the RB & RD dimensional standards & TF/MF permitting. Council discussed this item at its 9/9/19 meeting where a majority of councilors believed no additional short-term action by the council was needed prior to the comp plan update beyond monitoring permit activity in these two zones. One councilor proposed making attached housing a conditional use. Councilor Trickett offered to work with staff on identifying whether additional data was needed to review this item further. That meeting was held with no additional actions scheduled.	A	1
22	Resolution re METRO coalition and housing	Council	NP	TC	METRO Coalition has requested communities sign on to an agreement that commits at varying levels, to supporting a plan to create more housing diversity in our region.	Town Council has determined that this matter should be addressed in the Comp Plan update prior to any further position.	A	2
23	Comprehensive Communications Strategy	Council	EBC	TC	Review all aspects of communications with and from the general public.	This item was referenced the Council's resolution passed earlier in the year. Staff is working on a comprehensive inventory of all systems, researching other systems within other communities and attending conferences. The emerging in-house expertise will result in a formal plan that will be reviewed and considered by the Town Council. Reivew of departments completed. Draft Communications Strategic plan will be presented to Town Council on February 10, 2020. A public forum will be held in Winter 2020. Revisions will be made based upon feedback and a final plan preseted to TC in Spring 2020.	A	3
24	Comprehensive Plan Commission	Council	NP	TC	Desire expressed at August 2019 Council retreat to consider a committee for comprehensive plan work	The Town Council has decided to defer action on this item.	A	4
25	Identifying Town Vision and Values	Council	NP	TC	This item is connected with a comprehensive plan update	The Council has committed to use a consultant to assist the town with a public process that will help identify general visions and values that will inform the development of a comprehensive plan update. Work on this item will begin prior to the creation of a new committee that will be charged with the development of a comprehensive plan update. Any work that is not complete for this task may be transferred to the new committee from the Council once the new committee has been created and populated. A RFQ has been issued and 13 firms submitted a response. Councilors Kuhn and Trickett are working with staff to interview firms in early February and prepare a recommendation to the Council at a later date.	A	5
26	Establish Process for Gathering Public Input and Expectations for Comprehensive Plan Update	Council	NP	TC	This item is connected with a comprehensive plan update	The Council has committee to use consultants to assist the town with a public process that will be used in the general visions/values effort and the overall comprehensive plan update. Please see additional update re Vision/Value process.	A	6
27	Bike Ped Plan - review and amend as deemed necessary	Council	TH	TC	Review BikePed Plan. Consider how conditions may have changed since adoption. Review timeline of all projects to make sure they still make sense.	Work with stakeholder groups and the general public to review the current Bike Ped plan and consider changes to the plan. Staff conducted a 3rd Stakeholder meeting on November 19, 2019. On February 3, 2020 the Council determined if any plan changes or update are required.	A	7

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28	Woods Road Affordable Housing	Council	TH	TC	Consider the development of affordable housing on town owned property, located behind the Police Station. (CP 39)	A Council-staff team conducted four interviews with developers and completed a developer/process recommendation for Council review in January. Habitat for Humanity of Greater Portland was recommended to the Council. At August 2019 retreat, Council decided to leave this item on the work plan but not as a high priority, at this time. It will be a consideration that is consistent with the Council's tentative commitment to passing a resolution that supports greater housing choices in the Greater Portland area, lead by the Metro Coalition.	B	8
29	FEIC Work Plan	FEIC	TH	EDP	The Town Council requests that the FEIC work on the following matters: <ul style="list-style-type: none"> • Business Forum/Speaker Series • Marketing Falmouth as a Location for Commercial/Business Enterprise • Creating Fun & Interesting Events in Falmouth (try to develop one new annual event) •Collaborate with the Falmouth Memorial Library and its developing program regarding business incubation 	The FEIC requested the Council direct it to review Site Plan Process and Zoning Ordinances, however the Council did not place this item on the 2018/19 work plan. In 2018-2019 the FEIC has organized five business forums. In 2018 the FEIC issued a position on development in Falmouth. Falmouth Memorial Library representatives discussed with FEIC possible business incubation program opportunities. The Committee is currently exploring and conducting outreach regarding the formation of a Falmouth Business League - see item 30 below.	A	1
30	Falmouth Business League	FEIC	TH	EDP	The FEIC is interested in establishing, in possible partnership with local Chamber and others, a Falmouth Business League. The League is intended to be a network of local businesses aimed at promoting success in the Falmouth business community aligned with Town values. It is aimed at local business creation and sustainability, leveraging local talent to cultivate a best-practices culture, and engaging youth and elderly in business resources.	This is a new request from the FEIC that is supported, in concept, by the Town Council. In Fall 2019 committee members have been interviewing business representatives to get feedback on the concept, before refining it.	A	2
31	Balancing Economic Development Between Sectors (BP, Commercial)/Diversify Businesses	FEIC	TH	TC	How do we balance economic development between retail, office, etc.? Are we encouraging entrepreneurship? Remote workers?	This is a new request from the Town Council.	B	3
32	Financial Targets for School and Town Budgets	Finance Committee	NP	TC	At the August 2019 retreat, it was suggested that the School and Town create 3 different budgets (reduction, baseline, ask for more).	School and Town staff to convey impact analysis during budget development.	A	1
33	Plummer TIF	Finance Committee	TH	TC	Affordable Housing TIF at Plummer	Staff evaluated TIF options and received rental data from developer. Staff met with Council leadership and John Wasileski, owner of project (OceanView) to explore possible rental subsidy arrangements using TIF funds that will make some of the units attainable for lower income residents. Council leadership will continue to review proposals by the developer.	A	2
34	Mooring Fees	Harbor Committee	JK	Harbor	Review and adjust fees with public input.	Two forums have been held (summer and fall). The next step is to bring a report and recommendation to the Town Council.	A	1
35	Open Space Plan Implementation	LMAC	LD	OSP	Adopt 2020 work plan items, including review of user fees for events	LMAC to present updates as deemed necessary. Plan has been adopted and is being implemented	A	1
36	Falmouth Road Footbridge	LMAC	LD	BPP	Connector bridge - aluminum bridge near Falmouth Road (CP 2)	LMAC will revisit this in 2019/20. LMAC is reviewing this as part of the OS Comprehensive Plan	A	2
37	Collection of Data to Inform Comprehensive Plan Update	LPAC	NP	TC	LPAC and LPAC+ to review types and formats of data useful for analyzing effectiveness of current Comprehensive Plan Implementation Strategies and useful for informing a Comprehensive Plan Update.	The Town Council stopped work on this effort at their Nov 13 meeting. Work is anticipated to commence again once a committee is assigned to work on the comp plan update.	A	1
38	Short-term Rental Regulations	Ordinance Committee	MF	TC	Review options to develop regulations for short term rental of property and boats.	Staff to research options and policies from other communities and present at a future Ordinance Committee meeting. Staff presented research at January 13, 2020 Council meeting. A public forum will be held on February 6, 2020.	A	1
39	Private Property Outdoor Lighting Regulations	Ordinance Committee	EC	TC	Consideration for private property outdoor lighting regulations as it may pertain to lighting trespass and/or nuisance to abutting and nearby property owners	This is a new item to be considered after other higher priority items have been completed.	B	3
40	Blasting Regulations	Ordinance Committee	EC	RR	Review options to develop regulations on blasting, with specific focus on abutting property notification.	This is a new item to be considered after other higher priority items have been completed.	B	4
41	Pesticide Education/Regulations	Ordinance Committee (Conservation Commission to Assist)	KD	TC	Pesticide application ordinance.	Council referred project to staff and Ordinance Committee. The Conservation Commission has been asked to develop a robust educational campaign on "healthy lawn care" in regards to the topic of restricting pesticide/fertilizer use. The Ordinance was reintroduced after incorporating changes from the first public hearing. A second public hearing is scheduled for Feb 24, and an Order on the Ordinance and Resolution is scheduled for March 9. The commission has been working on efforts for an education campaign, Living Lawns, and have a logo and working on plans to roll out education in the early spring.	A	2

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42	Parks and Recreation Plan	PACPAC	LD	OSP	Develop a comprehensive Parks and Active Recreation Areas strategic plan. With the help of a consultant, develop a needs analysis and strategy to meet those needs. The LPAC+ membership should include appropriate representation from LPAC, LMAC, and PACPAC.	This item was re-assigned to PACPAC at the August 2019 retreat. PACPAC and Lucky have begun work with Maggie to review current park data using Parks Metrics (a NRPA National Recreation & Park Association, benchmarking tool). This work has been delayed somewhat with staffing changes and challenges in the department. Efforts will be ramping up this spring.	A	1A
43	Town-wide Public Spaces Improvement Plan	PACPAC	LD	RR	Town-wide public spaces improvement plan.	Several residents have expressed interest in developing a beautification plan that would include planting flowers and other enhancements in specific locations throughout town. Staff will be soliciting assistance from qualified landscape experts/architects to work with staff to develop a strategic plan and multi-year budget to support the plan. This task should be coordinated with the development of a parks and active recreation plan. This plan is budget driven and will be developed and implemented along side the Comprehensive Parks & Active Recreation strategic plan.	A	1B
44	Solar Farm Development	REAC	KD	CP	Solar Farm Development (CP 5)	Solar proposals were due on November 21. The town received 8 of them. A staff review meeting is scheduled for Dec 2nd. We are hopeful to be under contract in early of 2020, with construction beginning in the late spring-early summer.	A	1
45	Plastic Straw Ordinance	REAC	KD	TC	Develop awareness program and consider a ban regarding single use plastic straws.	Staff has worked with three 5th grade students, that helped eliminate plastic straws across the entire school campus, who presented to the Town Council in May. Staff will be working with REAC to begin outreach to local businesses to understand the impact of banning straws town-wide. Likely update on this effort in the fall.	A	2
46	Green Building Standards/Building Standards Increase	REAC	KD	TC	Consideration of stricter green building standards. New State statutes allow towns to set their own building standards.	This is a new item to be considered after other higher priority items have been completed. REAC is eager to assist with this.	B	3
47	Commercial Sustainability Education	REAC	KD	EDP	Support businesses or organizations that are undergoing efforts to increase sustainability, while improving their bottom line. (ED 35)	The business energy fair held in 2017, a partnership with the local chamber of commerce, was not well attend. Another business energy forum was held in 2019, in partnership with FEIC. The 2019 forum had an improved format featuring two local businesses discussing their energy initiatives and a commercial and industrial rebates presentation by Efficiency Maine but also was not well attended. This summer, sustainability interns have been working with local businesses to better understand their recycling practices; REAC will discuss next steps this fall.	B	4
48	Healthy Nail Salon Voluntary Certification	REAC	KD	TC	Healthy Nail Salon voluntary certification program. Nail salons use toxic chemicals that are harmful to workers.	This is a new item to be considered after other higher priority items have been completed. No update at this time.	B	5
49	Blackstrap Road Concept Plan	Staff	TH	S	Develop a plan for Blackstrap Road improvements.	A public forum was conducted, soil borings were executed, a conceptual road design was prepared and costed out by TY Lin. The concept plan was reviewed by MaineDOT. Staff fine-tuned financial data with its consultant and met with MaineDOT staff in June to review a possible partnership approach and is currently awaiting a State response. Public Forum 2 was conducted on September 11 2019. The Council requested additional cost information. This data along with staff recommendations was presented to the Council on February 3, 2020 at which time a preferred road option was selected. The next step is for the Council to approve a resolution that authorizes issuance of a Request for Proposals for Preliminary Engineering Services (date TBD).	C	1A
50	Highland Lake Watershed Management Plan	Staff	KD	TC	Work collaboratively with the Town of Windham and the Highland Lake Association (HLA) to monitor lake quality and develop/implement strategies, where necessary, to ensure long term water quality. This item to also include policy to regulate manure.	A Strategic Plan has been developed. The Highland lake Leadership team remains active. There is a Technical Advisory Committee (TAC), with common stakeholders as the HLLT, who are working to develop the Watershed Management Plan. This plan will be updated with the Town Council, as deemed necessary. On 5/13/19 the Council approved 3 of the 4 HLLT ordinance recommendations. The other recommendation for manure management may or may not still be priority after removal of manure piles from horse farm and after recent HLLT policy discussions with state regulators. The Highland Lake Watershed Management Plan will be completed by early 2020 and submitted for federal grant funds. HLLT is still active and is due to meet at the end of February. The Education and Outreach Committee are working with CCSWCD to develop an outreach plan.	C	1B
51	Review Intersection of Foreside Road and Johnson Road	Staff	JR	TC	Consider all options for the redesign of this intersection to calm traffic, accommodate parking, and bike/ped.	Developed technical design options/challenges and brought forward for a public neighborhood forum, December 11, 2019. Council was updated on Feb 3 and second forum will be held in spring 2020.	C	1C
52	Tidewater Master Plan Extension	Staff	EC	TMP	The Tidewater Master Plan has always had a sunset that requires occasional extensions. It will need an extension this year with consideration for a longer period now that the Town owns TV5, TF1, TF2 and TF3. (Expires 10/21/19)	Staff to bring forward as soon as possible. UPDATE 9/10/19-The 9/9/19 Council meeting agenda included a introduction of an ordinance amendment would extend the timeframe for allowing development under the Master Plan for an additional 10 years and would remove the prohibition on the filing of Site Plan applications on the TF2 and TF3 sites. This amendment was approved on 11/13/19. Item complete.	C	1D

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53	Route 1 North Preliminary Engineering	Staff	TH	R1N	Develop and issue an RFP for consultant assistance to prepare a Route 1 North preliminary engineering Plan. (CP 35) Update Route 1 North TIF.	It was determined to first make progress on Blackstrap Road Vision plan, before issuing an RFP for this. On February 3, 2020 the Council approved a resolution to authorize a Request for Proposals (RFP) for Preliminary Engineering Services.	C	1E
54	Newsletter/Community Events Calendar	Staff	EBC	EDP	[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. (ED 37) Newsletter was added to this item at the August 2019 retreat	A survey was published to solicit public feedback on Fal300 events and guide future event planning. Staff discussed establishing a standing Town Events Committee to plan Town events such as Very Merry. Staff have discussed the need to staff said committee, coordinate events, and improve town/public communications, including publishing a periodic newsletter/calendar of events and increasing the Town's social media presence. Current staff additions will allow for this matter to be implemented in 2019/20. Falmouth Focus newsletter was created and first issue mailed to residents in late September 2019. Bi-weekly editions are sent out via News/Announcements e-Alerts with hard copies available at Town Hall and Mason-Motz. Three digital editions have been published as of 11/19. We continue to send out bi-weekly digital versions of the newsletter. A print version will be included in tax bills in late March.	C	1F
55	Revaluation	Staff	NP	NP	Conduct town-wide property revaluation.	The Town Council approved a revaluation and to hire Vision Govt Solutions to conduct the reval.	C	1G
56	Opioid Mis-use Strategy	Staff	MF	NP	Implement the opioid misuse strategic plan	An action plan and staff taskforce have been created. Taskforce meetings were held on June 25 and November 7. Another meeting will be scheduled for February/March 2020. Progress on implementing the action plan items is being tracked on a separate document.	C	1H
57	Paper Street Preservation	Staff	JR	TC	Staff to first develop a methodology to categorize or characterize paper streets and role of paper street if it is abandoned or accepted. Assign a committee to work on prioritizing and dealing with batches, the paper streets matter. Also work on issue with subdivisions developed after 1997.	Community Development Department has downloaded from Registry all recorded subdivision plans. (1/7/19) An inventory of post-1997 paper streets is in progress. Staff is not recommending an additional committee. Staff recommends the same process and methodology as the 2017 paper street review utilized (staff-led). This will include an annual review process. Any policy decisions to maintain paper street status or accept the streets will be a Town Council decision.	C	UNRANKED
58	Falmouth-Portland Public Transit Linkages	Staff	NP	EDP	Meet with public transit providers to find ways to expand public transit options linking Portland and other residential areas with Falmouth's office and employment locations. (ED 18)	Monitor current efforts led by PACTS. Begin conversations with METRO Bus about future expansion of service in Falmouth.	C	UNRANKED
59	Policy Development Review	Staff	NP	TC	Review impact of significant policy developments on an as needed basis	Councilor Cahan has experience using process auditors in CA. Town manager has reviewed examples proposed by Councilor Cahan and suggests that if the Council chooses to start evaluating the impact of policies after adoption, that there be specific guidance offered by the Council on what they wish to evaluate or measure. Post-Council Retreat-Nathan to monitor options for policy performance review and report to Council as deemed necessary.	C	UNRANKED
60	STEM Promotion	Staff	TH	EDP	STEM - bring together educators, employers and others to develop a comprehensive approach to STEM education and economic development. Eventually rely on Chamber and School Department to take over any ongoing efforts.	FEIC and Town staff organized a February 2019 STEM forum with the School Department. As a result several local businesses now have relationships with Falmouth Schools.	C	UNRANKED
61	Age Friendly Town Certification	Staff	EBC	TC	Look into Age Friendly Town certification. Tell story.	Tell story of current and emerging services as deemed necessary. EBC has begun research on the World Health Organization's Age-Friendly World initiative, AARP's Network of Age-Friendly Communities, International Federation on Ageing Resources for making communities age-friendly, and a review of Portland's Age-Friendly initiative.	C	UNRANKED
62	Curbside Automated Waste/Rec Collection	Staff	KD	TC	Develop changes to solid waste management to include: 1. recycling contamination reduction; 2. increasing food composting opportunities; and 3. modernizing collection systems.	Falmouth was awarded as \$7,500 grant to expand the food-waste drop off program from the DEP; being launched in the Fall. Regional sustainability recycling interns will deliver a presentation on the recycling bin tagging program at the August 12th meeting. KD conducted a survey regarding collection and presented the results in a memo in December 2018 to the Town Council. The only item remaining is whether to consider automated collection. This is an ongoing item until more information is available. The latest contamination reports for Falmouth are at 6%. The summer interns reached over 600 households and spoke to 100+ people. Due to low contamination reports, and the success of this pilot program, staff does not recommend doing it again. We will work to put together a piece on this in the Falmouth Focus. The food waste drop off program expansion at Community park has been a value to Falmouth residents; a east location is still needed. There is nothing to report at this time as it relates to collection.	C	UNRANKED
63	Administrative Ordinances Review	Staff	NP	S	Review all administrative ordinances and consider modernization	Staff to address with Council when time permits and when the Council deems this to be a higher priority. Bring forward items that need attention as deemed necessary.	C	UNRANKED

2019-2020 Council Work Plan Updated February 6, 2020

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PROGRESS: The darkest blue shading with white font indicates task is complete or nearly complete. The next darkest shading with white font indicates task is approaching completion. Other shades with black font indicate progress is being made with darker shading indicating greater progress than lighter shading.

Title		Committee	Lead Staff	Reference	Action	Schedule and Status Updates	Priority	Priority within Committee
64	Mill Road Bridge	Staff	JR	TC	Mill Road bridge is a town bridge but inspected annually by MDOT. This bridge is showing signs that it will need work in the future. There needs to be a plan to consider options in the future - rebuild, repair, remove and don't replace, replace with a pedestrian bridge, etc.	Staff to monitor.	C	UNRANKED
65	Street Construction Regulations	Staff	EC (JR to assist)	S	Implement amendments to street standards and amend the land use regulations to require interconnection by new developments with surrounding bicycle and pedestrian networks. (CP 45)	LPAC completed a Street Standards report, which has been reviewed and recommended by CDC. Report has been reviewed by the Council. See also CP 45. EC and JR have met and narrowed/defined the list of items to be included in the amendment. Ordinance drafting can begin when staff are ready to bring it forward.	C	UNRANKED
66	Development Tracking	Staff	EC	CP	Track new development by type and location on an annual basis. (CP 49)	Staff to coordinate to ensure project is completed. TM has requested new GIS program to include a comprehensive tracking system. Staff have accessed CodePro data and are in the process of manually correcting inconsistencies in the data entry as time allows.	C	UNRANKED
67	Street Addressing Ordinance Amendments	Staff	EC	S	Update the Street addressing ordinance	Staff have developed a proposed amendment that is 95% complete. Staff to bring forward when they are ready.	C	UNRANKED
68	Town-wide Watershed Management Strategic Plan	Staff	TH	S	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. Proactively, make available technical assistance/educational information to stem stormwater runoff in and around Falmouth roads and critical shoreline areas. (CP 52) Monitor and take applicable action regarding MDEP threatened water bodies list.	GPCOG, the Town and a consultant (Robyn Saunders) developed a Phase 2 work plan to implement the remaining recommendations from this report. A revised grant application was approved by State of Maine (the ordinance amendment component was excluded). The project started in winter 2019 and is expected to be completed in early 2020. A draft town-wide strategic watershed management plan was expected to be ready for review by December 2019. The consultant gave an update to staff in December 2019. A draft plan is now expected in spring 2020.	C	UNRANKED
69	Equipping Councilors with Tools for Effective Public Communications	Staff	NP	TC	Staff to work with Councilors to bring them information in a timely manner so that they can then react accordingly to the needs to the needs and questions of the public.	Staff and Council to discuss further at a future date.	C	UNRANKED
70	Vernal Pool/Wetlands Regulations	Staff	EC (KD to assist)	TC	The 2009 report on vernal pools and wetlands did not mature into clear policy. At this time, evaluate NRPA vernal pools standards to determine whether those standards could be adopted locally.	Moved to staff item at August 2019 Council retreat. Staff to inform Council when changes are mandated or deemed a more important priority.	D	UNRANKED
71	Contract Zoning Review	Staff	EC	TC	Council to review and evaluate the contract zoning process/administration and develop amendments, if necessary.	Staff to monitor activity and bring to Council if necessary. CDC decided to not open up a contract zone review at this time as part of its review of rezoning processes.	D	UNRANKED
72	Regional Coordination	Staff	NP	TC	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.	Staff to monitor for opportunities.	D	UNRANKED
73	Transportation Demand Management System	Staff	NP	CP	Work with PACTS, MaineDOT, and GoMaine to implement a Transportation Demand Management program for Falmouth.	Transportation Demand Management, or TDM, is a general term for strategies that increase overall system efficiency by encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods. TDM seeks to reduce auto trips by increasing travel options, by providing incentives and information to encourage and help individuals modify their travel behavior, or by reducing the physical need to travel through transportation-efficient land uses. TDM works best when complementary strategies are packaged together (for example, increased bus service combined with subsidized transit passes). However, certain strategies, such as congestion pricing (tolls that vary based on time of day and/or roadway congestion levels), parking management, compact mixed-use development, and provision of high capacity transit service have repeatedly achieved notable success in reducing travel demand and shifting travel away from single-occupant vehicles to more efficient modes. It may be prudent to monitor TDM efforts by PACTS and others prior to adopting something for Falmouth. Staff to monitor opportunities and bring forward when deemed necessary.	D	UNRANKED
74	Floodplain Ordinance	Staff	EC	S	Update Floodplain Ordinance	Staff to bring forward when FEMA requires maps to be updated.	D	UNRANKED

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75	Historic and Archaeological Surveys	Staff	TH	CP	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. (CP 38)	These four tasks require consultant assistance. For tasks a-c (archaeology) staff has been in touch with MHPC Archaeologist Art Spiess regarding a possible a scope of work. An MHPC grant and MHPC staff assistance may be available to help implement this task. Tasks a-c were put on hold for the time being. For task d (historic building survey), staff reviewed a paper copy of the 1994 survey owned by Falmouth Historical Society. (Town does not own a copy of the survey.) The 1994 survey consists of a dozen binders containing information on approximately 1,000 properties. To advance this task, staff recommends scanning the paper survey, tying it into Town GIS system, and discussing whether/how to update it and how to use its data (e.g. community education, historical record, regulation, National Register nomination, etc.). Staff discussed a draft memo regarding task d with the Town Manager. The next step would be to seek direction for this effort from the Council or a Council Subcommittee. One possibility is to appoint an ad hoc committee to oversee this work before submitting it to the Council. See also action 81 below.	D	UNRANKED
76	Public Records Management	Staff	NP	S	Public Records Management - Due to the on-going computer system upgrade, this project has been put on hold pending completion of that project. Once our new system architecture is in place, we will begin to investigate technology options available to us.	Development documents are outgrowing our storage space and are not easily accessible to other departments or the public. Research of town documents is laborious and would be made much more efficient with an electronic system in place. Physical storage space at Town Hall is at capacity. Staff will start to evaluate options after the completing of a major town wide network upgrade. Staff has met with a software application research/investment expert who will be providing guidance and lists of possible vendors that will meet the town's needs.	D	UNRANKED
77	Sea Level Rise	Staff	KD	CP	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. (CP 40)	Staff to coordinate with other stakeholders and to seek outside organization facilitation assistance (such as from Casco Bay Estuary Partnership, Gulf of Maine Research Institute, and/or Southern Maine Planning & Development Commission) (1/9/2019). Staff to bring forward concerns as deemed necessary. There is nothing to report at this time.	D	UNRANKED
78	Pleasant Hill Road Improvements	Staff	JR	BPP	Start process to develop a long term plan for Pleasant Hill Road improvements. Send letter to all property owners and invite them to an initial meeting about Pleasant Hill Road.	Bike Ped Plan - 10 to 20 year outlook for possible improvements. Recently paved in 2017. No speeding complaints. (1/7/19) Progress on this item will likely occur after Blackstrap Road, Route 100 and Route 1 North corridor projects have moved forward.	D	UNRANKED
79	River Point Archaeological Site National Register of Historic Places	Staff	TH	CP	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. (CP 62)	In consultation with staff at the Maine Historic Preservation Commission, the value and risk of such designation was assessed. The recommendation is not to move forward and not to request a nomination.	D	UNRANKED
80	Demolition Regulations	Staff	EC	TC	Resident request that the town consider adopting an ordinance to allow for a review of historical significance of any building prior to expansion, demolition, etc.	Staff to monitor regulatory options, mandates and resident complaints.	D	UNRANKED
81	Archaeological Regulations	Staff	TH	CP	Revise site plan regulations to require archeological investigations (CP 65). The complete action reads: Revise Falmouth's subdivision and site plan regulations to require that the historic and archaeological significance of areas identified by the State Historic Preservation Office as "Resource Potential Areas" be investigated 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.	Staff discussed a draft memo with the Town Manager that includes various ordinance considerations. The next step would be to seek direction for this effort from the Council or a Council Subcommittee. See also action 75 above.	D	UNRANKED