

2017-18 Council Work Plan

Draft: August 11, 2017

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| Shading Code | | <p>Blue task is complete</p> <p>Tan task has been started but requires more time to complete</p> <p>No Fill no action has been taken</p> <p>medium, 3 = staff to monitor and make progress as deemed necessary or when there are opportunities.</p> | 1 = high priority, 2 = |
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| Committee | Lead Staff | Priority | Ref # | Action | Schedule and Status Updates |
|-------------------------|------------|----------|-------|--|---|
| Appointments Committee | EP | 1 | 1 | Review ongoing role of citizen stakeholder input on senior service and aging in place. Consider allowing the Ad-hoc Senior Committee to sunset and incorporate new membership into PACPAC along with an expanded "charge" which provides guidance on senior services. Also consider a separate stakeholder group facilitated by staff and without the need for a formal Council appointment. | No action taken |
| Appointments Committee | EP | 1 | 2 | Develop new charge for the Human Services Committee | |
| Appointments Committee | EP | 2 | 3 | Complete work on Committee Guidelines relative to chair tenure and renewed applications required for any member serving on any committee without terms and who has served two consecutive terms. | No action taken |
| Appointments Committee | EP | 2 | 4 | Merge the Shellfish and Harbor Committees | No action taken |
| Appointments Committee | EP | 2 | 5 | 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. | No action taken |
| CDC | AS | 1 | 6 | Sign ordinance review | This project is for temporary signs. CDC has held an initial meeting and this will be the top priority task (H1) as assigned at the retreat. |
| CDC | AS | 1 | 7 | Route 100 zoning amendments per Vision Report | (H2) CDC has scheduled an initial meeting on September 14 to begin review of all resource documents and development a process for development. Ethan Croce will be managing this project. |
| CDC | AS | 1 | 8 | Review view ordinance and consider ordinance amendments if deemed necessary. | (H4) CDC will begin work on this item after Temporary signs are complete. |
| CDC | AS | 2 | 9 | Review and amend Land Use Ordinances in consideration of recommendations in Route 1 North Plan. (CP 42c) | CDC will begin work on this item after all High (1) items are complete. |
| CDC | AS | 3 | 10 | Evaluate 2009 wetland and vernal pool report, recently reviewed and recommended for implementation by the Conservation Commission. Also have LPAC+ via the GOF V 2.0 report reference this report in its update report. LPAC+ and Conservation Commission should be stakeholders and resources for this project. The Conservation Commission should also assist with the development of an education and awareness pan. A new GIS plan should be updated re vernal pools. + Review the Town's Zoning Ordinance to protect wetlands and make changes as necessary. Assess adequacy of current wetland protections. Evaluate significant natural resources in rural area and amend the Land Use Ordinances as necessary (CP 66 + 67) | CDC will begin work on this item after Medium (2) items are complete. They will seek input from staff and the Conservation Commission. |
| CDC | AS | 3 | 11 | Revise site plan regulations to require archeological investigations (CP 65) | CDC will begin work on this item after Medium (2) items are complete. |
| CDC | EC | 2 | 12 | Impact fees and Rate of Growth + Council workshop on analyzing and projecting future growth. This workshop or a second workshop to also include a discussion with the School Board about the impact of growth on the School Department and the tax rate. | This project will commence after Route 100 zoning is complete. Impact Fees – expressed a desire to look at methods for new growth contributing to the town at the time of development. Rate of Growth Ordinance review – passed in 2016 but concerned about the need to evaluate the multi-family cap in light of all the proposed development. |
| Conservation Commission | KD | 1 | 13 | Pesticide application ordinance. | Currently being worked on with staff and support from area experts. |
| Conservation Commission | KD | 3 | 14 | Apply for Tree City USA designation. | This project has not yet been started. |
| Council | AL | 1 | 15 | Charter Review | |
| Council | NP | 1 | 16 | Inform/educate and support addiction recovery and prevention programs | Town Manager is working with GPCOG and the Metro Coalition |
| Council | AS | 2 | 17 | Tidewater Master Plan Extension | The amendment package is still underway with some work by staff due and other documents due from Tidewater LLC. Ordinance deadline is in October or an extension may be required. |
| Council | JR | 2 | 18 | Assign a committee to work on prioritizing and dealing with batches, the paper streets matter. Also work on issue with subdivisions developed after 1997. | |

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| Council | NP | 2 | 19 | Study potential options for the reconfiguration of existing Turnpike-Route 1 interchange to increase economic activity at this location. (ED 20) | |
| Council | TH | 2 | 20 | 2017-18 Specific goal - evaluate and proceed, if appropriate senior housing development behind the police station. 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. Also review Workforce housing needs, including whether behind the Police Station is a good location. (CP 39) | The Town Council started to have discussions and presentations about affordable housing. The Council also accommodated two new affordable senior housing projects through limited development partnerships and zoning amendments. |
| Council | TH | 2 | 21 | Develop and issue an RFP for consultant assistance to prepare a Route 1 North preliminary engineering Plan. (CP 35) Update Route 1 North TIF. | Council to determine timing of next steps for Route 1 North after public stakeholder meetings on other roads such as Blackstrap. |
| Council | NP | 3 | 22 | 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. 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. (CP 55 + ED 18) | If added services are projected in the future, a transit TIF should be considered for new development in the transit routing areas. Staff also recommends evaluating the current service and frequency. |
| Council Ad-hoc | AL | 1 | 23 | Marijuana ordinance and regulations | |
| FEIC | TH | 1 | 24 | The Town Council requests that the FEIC develop its own work plan with prioritization. The Council requests that several items be incorporated into the work plan including the following: generally be mindful of the overall objective to encourage businesses to thrive and be located in Falmouth; ED 39 farmers markets; ED 42 restaurants as a Falmouth destination; ED 43 support collaborations between agribusiness and restaurants; and review and revise ordinances if necessary to best meet the needs of businesses while also in keeping with good overall planning concepts. | This effort will be initiated in Fall 2017. |
| Finance Committee | NP | 1 | 25 | Tax Relief for Seniors | |
| Finance Committee | TH | 1 | 26 | Affordable Housing TIF at Plummer | Staff is currently evaluating TIF options and is preparing a presentation for the Finance Committee. |
| Finance Committee | KD | 2 | 27 | Solar Farm Development (CP 5) | This effort has been stalled based on the need for new state legislation. |
| Finance Committee | JR | 3 | 28 | Route One South project - unspent project money | The CDC, on Oct 25, 2016, reviewed all aspects of the project that were eliminated or deferred due to budget constraints and determine whether some of those items cut from the project should be reconsidered now that there are significant unspent project funds. The CDC concluded that it preferred that underground utility crossings from Waldo's to Route 88 be the primary focus. Staff is working with Stantec on an updated cost estimate and will be working this into the FY18 budget development process. |
| Harbor Cmte | ET | 1 | 29 | Town Landing Docks - review conflicting uses (access to boats and fishing from docks have been competing interests at times) | |
| LMAC | LD | 2 | 30 | 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) | This could be a special assignment for a committee(s) once the Greening of Falmouth plan is updated. It may also have some synergy with the 300th. LMAC is well represented on The Greening of Falmouth 2.0 committee where this topic will be discussed and likely become part of the GoF updated plan. |

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| LMAC | LD | 2 | 31 | 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.) (CP 62) | No action taken during the current Council business year. This item may have some synergy with the 300th - legacy project? |
| LMAC | LD | 2 | 32 | Connector bridge - aluminum bridge near Falmouth Road (CP 2) | |
| LPAC+ | TH | 1 | 33 | Greening of Falmouth Version 2.0 (Be sure to review impact or benefit to threatened and general water bodies) + 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. (CP 58) + Consider preservation of agricultural land in addition to land already protected by easement (CP 59) + Focus on the acquisition of property or easements that will provide connectivity between existing blocks of park and conservation land. (CP 9) + Develop incentives in the rural area that will aid property owners in retaining their land as an alternative to developing it and evaluate the feasibility of tools such as Transfer of Development Rights (TDR). (CP 46) + Inventory lands with potential high value soils by including an inventory of land that has been farmed in the past. (CP 63) | An expanded LPAC is making good progress toward an updated plan to be finalized in Spring 2018. Outreach to the School Department was made in August 2017. Others may also have interest, such as Cooperative Extension. The Land Trust has started planning for Hurricane Valley Farm. This may have synergy with any efforts to amend the land use ordinance to accommodate Farmers Markets and perhaps a program where there is a promotion to "farm in place." |
| Ordinance Committee | AS | 1 | 34 | Review Planning Department abutter notification requirements and consider ordinance amendment if deemed necessary | (H3)CDC has recommended that the Ordinance Committee take this task, will be discussed at the August 28 Council meeting. The Town Manager will initiate this project which will be assisted by Community Development staff. |
| Ordinance Committee | AS | 1 | 35 | Food trucks/vendors | The 2016 Ordinance Committee outlined an approach last year. This approach needs to be reviewed by the new committee to assure that it is still the preferred direction. Once this occurs, staff can move forward with drafting ordinance language. |
| Ordinance Committee | NP | 3 | 37 | Review parking practices at a trail connection off Twin Ponds Road | |
| Ordinance Committee | NP | 3 | 36 | Review firearms ordinances. | |
| PACPAC | LD | 2 | 38 | PACPAC to work on Underwood Park Plan | PACPAC will visit park and offer input with regard to features/design. Upgrades are budgeted for FY19 in CIP |
| PACPAC | LD | 3 | 39 | Town wide beautification effort/committee. | Several residents have expressed interest in developing a beautification plan that would include planting flowers and other enhancements in specific locations throughout town. Staff has recently met with members of the conservation commission and the Audubon with regard to native species gardens at various locations and will continue this effort. (Specifically using the "Town Green" as a native species demonstration garden in public/private partnership with OV at this time – other efforts have also been discussed i.e., the future Woods/Longwoods Roundabout and Depot Corner.) |
| REAC | KD | 1 | 40 | 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. (CP 5) | Staff and REAC are making progress with this task. It will be an update of the Green Ribbon Commission Report. The update will include data and analysis pertaining to changes in energy use over time for municipal and school facilities. The update will also include project recommendations for the Council to include in future annual work plans, including a potential ban on plastic bags. The update will be completed and submitted Fall 2017. |
| REAC | KD | 2 | 41 | Expand solid waste management plan to include additional food waste and other compostables removal strategies. | Staff is following the developments of an expanded program that could be offered through ecomaine. |
| REAC | KD | 3 | 42 | Plastic bags - determine next steps in monitoring current ordinance requirements and/or develop new restrictions such as a ban on plastic bags. | |

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| Staff - CDD | AS | 1 | 43 | Monitor contract zone administration and make recommendations for any ordinance amendments, if deemed necessary | This project will commence after the completion of the Chase Contract Zone process. Input will be solicited from the CDC, Planning Board, Council and the developer. The CDC has already debriefed on this topic. |
| Staff - CDD | AS | 1 | 44 | Personal Wireless Ordinance update | Staff have become aware that the Town's Personal Wireless Service Facilities Ordinance may no longer be adequate to address the Town's expectations for wireless facility design, due to the Spectrum Act of 2012. This is because the Spectrum Act essentially precludes municipalities from applying certain aspects of their zoning and regulatory standards for modifications and enlargements to existing towers if the proposed modifications fall under certain thresholds. |
| Staff - CDD | AS | 1 | 45 | Implement Resource Conservation Zoning Overlay District Ordinance amendments (CP 64 + 71) | LPAC completed an RCZO report, which has been reviewed and recommended by CDC. Report has been reviewed by Council. It is anticipated that the Council will consider action this fall. |
| Staff - CDD | AS | 1 | 46 | Amend the Land Use Ordinances, 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). (CP 6) | Staff continues to work on this project as time permits. The goal is a final draft by the end of this work year. Additional legal funds will be necessary. |
| Staff - CDD | EC | 1 | 47 | Track new development by type and location on an annual basis. (CP 49) | Currently waiting for some more definition around the proposed use of data so that it can be extracted from existing database sets and published in a meaningful way. This project will require funding to pay for a data analyst to extract and display data in our GIS unless there is staff time for a qualified individual to do it in house. |
| Staff - CDD | AS | 2 | 48 | Update the Street addressing ordinance | Current ordinance is out of date, does not address current numbering practice such as unit numbering for commercial and multi-family, does not address renumbering, requirements for posting numbers, etc. This project will be worked on as time permits. |
| Staff - FIN | PM | 1 | 49 | Public Records Management | Need serious consideration for this project to get funded and started sooner rather than later. 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 - PWD | JR | 1 | 50 | 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. | |
| Staff - PWD | JR | 2 | 51 | 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. (CP 68) | Staff is recommending implementation in 2017. Staff is currently negotiating cost of services with an engineering firm to assist with this project. |
| Staff - TH | TH | 1 | 52 | Start process to develop a plan for Blackstrap Road improvements. Send letter to all of West Falmouth updating them on Route 100 and informing them about plans to improve Blackstrap. Invite them to an initial meeting about Blackstrap. | Initiate this effort in Fall 2017 with support from Nathan and Jay. |
| Staff - TH | TH | 2 | 53 | 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. | The Town and the Cumberland County Soil and Water Conservation District (CCSWCD) developed a Phase 2 work plan to implement the remaining recommendations from this report. Although a grant proposal to the State to assist the town with this project was not approved for funding, this possibility is being reevaluated at this time. Stormwater funding could also be pursued locally through TIF. See also ED 22. |
| Staff - TH | TH | 2 | 54 | 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. | Staff in Fall 2017 to initiate contact with the School's STEM coordinator to develop initial outreach effort. |
| Staff - TH | TH | 2 | 55 | Design and implement an expanded wayfinding system to help people with orientation and navigation throughout the community. (CP 25) | Council accepted Wayfinding Plan. In Fall 2017 staff will reevaluate the installation plan to determine if less and smaller-sized signage is preferable. This will be discussed at a later date with the Council. The original plan was to develop a bid package and seek bids for installation. The recommended proposal will be brought back to Council for TIF funding authorization. |

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| Staff - TH | TH | 3 | 56 | Work closely with the property owners and developers in the community to envision an outcome (to re-envisioning large vacant spaces) that is benefit for all parties. The goal is to initiate a minimum of two meetings with property owners of each respective property. (ED 23) | Theo and Nathan met with the property owners of the Falmouth Shopping Center on Nov 18, 2016 and March 10, 2017. This effort may need to expand to include the growing number of vacant spaces in smaller buildings including Pratt Abott, Five County Credit Union, Wendy's and others. |
| Staff - TM | NP | 1 | 57 | Browntail Moth - review recent activity and meet with residents to determine options for education/awareness, eradication, etc for the future. | |
| Staff - TM | NP | 2 | 58 | Start regular communication to focus on larger items like road construction. Start out with a schedule for next 5 plus years. Include resource page for other town matters. Finally, make big push to let residents know that future communication will come from social media (web site, Twitter, FB, etc.) | |
| Tercentennial Committee | ECA | 3 | 59 | Host a community calendar to be able to list all the events in the community (health, active, recreation, arts, culture) and continue to build this. (ED 53) | The Committee is coordinating with IT staff and, in November, met with the Town's website vendor Virtual Town Hall to develop a web presence for the tercentennial commemoration which will live within the Town of Falmouth website. Included in this website is a calendar feature that will allow for a community calendar of events and activities. |
| Tercentennial Committee | ECA | 3 | 60 | [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) | Examples of efforts already occurring or future events include: Shop Falmouth, 300th events; energy fairs, Volunteer Fair, etc. The Tercentennial Committee has identified and is in the early planning stages of up to five special events and numerous activities to be held during 2018, some of which could become annual events that will bring visitors to Falmouth and include participation from local retailers. The Committee plans to work with local businesses to create an incentive program to encourage patronage of local establishments. |
| Staff - TM | KD | 2 | 61 | 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. | |