

Shading Code	Blue task is complete
	Tan task has been started but requires more time to complete
	Pink no action has been taken

Committee	Priority	Ref #	Action	Schedule and Status Updates
Appointments Committee	H	OTHER	Consider 360 Review of the Town Manager	Two Councilors (Hemphill and McBrady) have been assigned to work on this effort with the Town Manager.
Appointments Committee	H	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.	No action taken
Community Development Committee	H		Update sign ordinances. There is a need to amend the ordinance regarding signs to comply with Reed v. Gilbert, which clearly states that content cannot be regulated. Our current ordinance relies heavily on content to define and regulate signs. Physical characteristics can be regulated by district and include by example location, size, number of characters on a sign, materials, and lighting. There are areas of regulation that must be addressed - temporary signs and permanent signs. Recommend staff do the work and present to CDC when complete.	CDC to work on permanent signs. Ordinance Committee to work on temporary signs. Both Committees are scheduled to begin work soon with a goal to have ordinance amendments ready for Council consideration in late spring.
Community Development Committee	H	OTHER	Route 100 zoning	Theo and Nathan are staffing the CDC re this matter. The CDC will be working on zoning amendments and at the same time, there will be an informal neighborhood masterplanning effort that focuses on an area between Mountain Road and Leighton Road with specific property owners input. This neighborhood planning effort was agreed upon based on information submitted to the town about a significant development proposal on a large tract of land.
Community Development Committee	H	ED 23	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.	Theo and Nathan met with the proproperty owners of the Falmouth Shopping Center on Nov 18, 2016. A subsequent meeting is scheduled for mid December.
Community Development Committee	H		Contract zoning options	An ordinance to enable contract zoning has been adopted by the Council.
Conservation Commission	H	ED 43	Support collaborations and partnerships between local/regional agribusinesses and restaurants to encourage the use of local products as restaurants.	The Conservation Commission has not yet discussed the project.
Conservation Commission	H	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. Attended meetings and in active communication with Kennebunkport Conservation Commission, Cumberland County SWCD, Friends of Casco Bay, Presumscot River Water Shed Coalition, and Casco Bay Estuary Partnership. This project will move into 2017 and should be completed. It may require ongoing maintenance of materials on the website.

Committee	Priority	Ref #	Action	Schedule and Status Updates
Conservation Commission	H	CP 68 CP 67	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	Combine with CP 67. Have reviewed executive summary, next steps are meeting with Council to determine interest in moving forward. Project could be referred to CDC for zoning language. Conservation Commission has completed a draft report.
Conservation Commission	H		Pesticide application ordinance.	The Conservation Commission, as a product of the current NPSP work (CP 51), would like to bring forward an ordinance to restrict pesticide applications. This would be done in collaboration with other departments that deal with invasives (Public Works and PCP). May get referred to OC. Work has begun on this project and a report and recommendation are targeted for the Council in May.
Conservation Commission	H		Update invasive species ordinance.	The Conservation Commission, as a product of the current invasive work (CP 11), would like to bring forward an ordinance that builds on the limited restrictions currently in zoning. The current ordinance prohibits the use of invasives in the VC districts and for projects that require site plan review. New regulations would apply to any development and prohibit the use of fill containing invasive. This would be done in collaboration with other departments that deal with invasives (Public Works and PCP). Work has begun on this project and a report and recommendation are targeted for the Council in May.
Council	H		Future of FEIC - determine role and charge of the committee	Amendments to committee charge and membership have been made.
Council	H		260 Foreside Road - former Brown Property	Adhoc Council Committee has met several times and engaged a traffic engineer to assess parking needs in the area, including needs of residents, water front access, park access and businesses/church. The report is finished and the committee will be reviewing at a meeting on November 22.
Council	H	ED 20	Study potential options for the reconfiguration of existing Turnpike-Route 1 interchange to increase economic activity at this location.	Project has gone through an RFP process. Currently being negotiated with a possible developer.
Council	H		Dogs in public spaces	LMAC presented recommendations to the Council on November 7th. The Council assigned the Ordinance Committee to develop ordinance amendment options to be submitted to the Council at a later date.
Council	H		Tidewater Master Plan Extension	The update is still in progress. A recent meeting in November may lead to more progress in the immediate future. The Land Trust and Tidewater LLC have agreed to conceptual terms which is a major milestone in this project.
FEIC	H	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.	An initial survey was conducted by FEIC. An ongoing feedback system for applicants needs to be developed and implemented by Community Development staff, with input from BZA, Planning Board, and FEIC.
FEIC	H		Discuss Economic Development Plan with Councilors	Schedule update on a Council agenda in spring 2017.
Finance Committee	H		Affordable Housing TIF at Plummer	This item will be on the Finance Committee agenda in January or February. Staff is currently evaluating all options and preparing a presentation for the Finance Committee.

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Finance Committee	H		Route One South project - unspent project money	The CDC, on Oct 25, 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 they prefer that underground utility crossings from Waldos to Route 88 be the primary focus. Staff is working on an updated costs estimate and will be working this into the FY18 budget development process.
Finance Committee	H		West Falmouth Sewer Plan	The WFSM Plan has been presented to Town Council. It will need to be brought back to the Council for specific action (authorization of Preliminary Engineering of recommended short term improvements).
LMAC	H		Greening of Falmouth Version 2.0	The current plan is ten years old. A new plan could help clarify the future of the program. The Town Council receive a presentation from staff, LMAC and LPAC on Oct 24 that recommended a joint LMAC-LPAC lead process to update the plan. The Council agreed with this recommendation.
LMAC	H	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.	This will be a good topic to include, in concert with CP 59, in a forthcoming Update of the Greening of Falmouth Plan. Others may have interest such as the Cooperative Extension. This will 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". 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.
LMAC	H	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.	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.
LMAC	H	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.)	No action taken during the current Council business year. This item may have some synergy with the 300th.

Committee	Priority	Ref #	Action	Schedule and Status Updates
LMAC	H	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.	QR code signs are in place at various locations throughout the town trail system and efforts will be on-going to work with the Tercentennial committee to publish this information. There are no current plans to do a 3rd revision of the “paper trail map” at this time, however, the trail website/app is up and working.. Wayfinding signs for open space properties have been developed as part of the town’s wayfinding signage system. There could be some consideration to include historic buildings, combine with CP 29 and CP 38 along with coordination with the 300th.
LPAC	H	OTHER	Review street standards	LPAC completed a Street Standards report, which has been reviewed and recommended by CDC. Report now needs to be reviewed by Council. See also CP 45.
LPAC	H	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 completed an RCZO report, which has been reviewed and recommended by CDC. Report now needs to be reviewed by Council.
Ordinance Committee	H		Review noise standards.	Staff is working on options to present to the Ordinance Committee
Ordinance Committee	H		Review options for zoning amendments to accommodate farmers markets.	Staff is working on options to present to the Ordinance Committee
Ordinance Committee	H		Food trucks/vendors	The Ordinance Committee has decided to table this item until they have made progress on several other higher priority matter.
Ordinance Committee	H		Review firearms ordinances.	The Ordinance Committee has decided to table this item until they have made progress on several other higher priority matter.
Ordinance Committee	TBD		Request from resident of Twin Pines Road to restrict parking because trail users are parking on the road creating a hazard. Request submitted on July 27.	Councilor Aaron Svedlow was going to review this situation.
REAC	H		Expand solid waste management plan to include additional food waste and other compostables removal strategies.	Staff is currently evaluating options and developing and RFP for complete collection services, including compost collection.
REAC	H	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.	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. The update will be completed and submitted later this winter.
REAC	H		Monitor plastic bag ordinance, etc.	Staff has requested data from all stores.

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Route 1 North Vision Committee	H	CP 35 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. (c) allow residential uses, restaurant, and neighborhood stores in the Business Professional (BP) district	Committee has been meeting for several months. A consultant has been selected and the final report from the Committee is on schedule for a submission to the Council by spring 2017.
Ad-hoc Zoning Committee	HH	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. Staff anticipates delivery of final draft language to the Council and committee by late spring 2017.
Tercentennial Committee	H	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.	The Town Council appointed a new committee and the committee reported its initial findings and recommendations in November 2015. The Town Council subsequently authorized the expenditure of funds for assistance with this project with a requirement that there be a Council update from the Committee in 2016 which happened May 9th. A new part time coordinator has been hired to assist with the project. The Town Council approved a conceptual plan for year long celebration at its meeting on May 9, 2016. Funding decisions will be forthcoming. The committee will conclude its logo and branding development phase in December 2016. On July 11, the Town Council approved the committee's budget request for the fiscal year of July 1, 2016-June 30, 2017. The Committee has hired a marketing firm to develop a logo and marketing plan for the promotion of tercentennial events and activities. The logo and branding will be completed in December 2016. The Committee is working to launch a Falmouth 300 web site, which will live within the Town of Falmouth site, as well as a social media presence. A History Sub-committee has been formed and is working on a history publication, self-guided tour of historic sites, travelling exhibit, lecture series and oral history project. Event planning continues along with networking and coordinating with Falmouth's community groups, schools and businesses on commemorative activities. The Mural at town hall is scheduled to be restored with pending grant applications. This project is expected to be completed by 2018.
Tercentennial Committee	H	ED 53	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.	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	H	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.	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.

Committee	Priority	Ref #	Action	Schedule and Status Updates
Connector Committee	H	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. The Committee has found that there could be right title and interest complications around a key parcel that has conservation restrictions on it that may prohibit a crossing at the desired location. The Committee and staff will continue to work on this recent challenge. The Community Park Connector Committee is anticipating a report to the council in late January.
Staff	H	NEW	Exit 10/Bucknam Rd. Light	MDOT has approved warrant analysis and is developing preliminary design plans to install a signalized intersection. MDOT is holding a public forum in later November, 2016 to solicit public feedback.
Staff	H	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.	Sewer - Staff presented draft report prepared by Consultant to Council in March 2016 and laid out a schedule for completion of this work in Fall 2016. The plan includes short and long term improvements. A specific funding plan will be submitted at a later date during annual budget development processes. The report focused on the town's Growth Area. Water - A consultant report was finalized in summer 2016. That work was done in cooperation with Portland Water District. The report focused on the town's Growth Area. The report and subsequent Council discussion resulted in no new recommendations for water line extensions.
Staff	H	NEW	Sign ordinance review	The Ordinance committee will receive a recommendation from staff for options on how to regulate temporary signs.
Staff	H	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 2017. Staff is currently negotiating cost of services with an engineering firm to assist with this project.
Staff	H	CP 49	Track new development by type and location on an annual basis.	Development, by type, will eventually be incorporated into our GIS layers. Staff is working on a plan to track development with a targeted implementation date to incorporate into GIS in later summer 2017.
Staff	H		Paper streets - extension of "no decision" or take action	State statutes require municipalities to review the status of paper streets every ten years to determine whether they should be abandoned, reverted to abutting property owners, accepted as public roads and ROW or issue an extension of ten years to defer and decisions.
Staff	H	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.	Staff has been meeting with consultants and the Cumberland County Soil and Water Conservation District (CCSWCD) staff to develop a Phase 2 work plan to implement the remaining recommendations from this report. CCSWCD has submitted a proposal to assist the town with this project and it is being reviewed by staff. Stormwater assistance could be funded through TIF. See also ED 22.
Staff	H	ED 11	Work within networks to develop connections with commercial real estate agents, business site selectors, and other economic development organizations to work together to grow Falmouth and the Greater Portland economy.	Staff is working to accomplish the desired goal of attending 2 events/month.
Staff	H		Senior Center	Design and funding actions are complete. A new center should be constructed and ready for occupancy by Feb 2017.

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Staff	H	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 and smaller sized signage is preferable.
Staff	H	ED 22	Support ongoing investments in water quality and storm water management.	TIF plans include budget line items to address storm water improvements. See also the Route 1 stormwater task. Public Works is responsible for managing the MS4 permitting requirements. Town Manager is currently active with a small working group with other communities to review options for regional collaboration in the future.
Staff	H	ED 12	Highlight business development, attraction and retention success stories to measure impact of the efforts.	Staff us working to reach target of 6 press releases/year.
Staff	H	NEW	Public efforts to fill large vacant commercial property.	Communication is ongoing with the owners of the Falmouth Shopping Center to reoccupy or redevelop the vacant former Shaw's space. The vacant Regal Cinema space was renovated earlier in 2016 and is now occupied by Flagship Cinemas.
Staff	H	ED 54	Implementation of the Bike - Ped Plan and 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.	2016-18 work plan accepted by Council. Stakeholders met October 26. Implementation is on track.
Staff	H	OTHER (CP 5 & 36)	Solar Farm Development	This effort has been stalled based on the need for new state legislation.
PACPAC	H	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.	This should be combined with CP 56
PACPAC	H	CP 56	Create a management system for more efficient, flexible, and open use of Town and School facilities.	<p>Input from users should occur prior to any consideration of changes to the current system. Are users happy? Are there issues such as scheduling large blocks of time and when not in use, is the schedule changed to be available to others? The current facility scheduling process is by Ordinance (Art. II, Sec. 14-3 and School Policy – KG). The School Policy KG supports this ordinance http://www.falmouthschools.org/File/Supt/documents/KG.PDF . The process to get to this ordinance was by council appointed committee back in 2000-2001 era. The committee was made up of both Town (FCP Director & Facility Scheduler/Athletics Coordinator) and School staff (Facility Director, the Athletic Director, Superintendent, Business Manager), representatives from local sports organizations (FYSA, FYBA, FLL) residents and Town Council & School Board members. The process took approximately 1 ½-2 years and was fully vetted by legal council.</p> <p>While we would welcome the opportunity to get feedback formally from users and non-users, all in all we do not receive complaints about the process, the hierarchy or the justification for two-week notices, etc. When folks do call with concerns once the process is explained they understand and comply.</p>

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PACPAC	H		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 recently 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.)
PACPAC	H		Tree City	This project has not yet been started.
Harbor Cmte	H		Town Landing Docks - review conflicting uses (access to boats and fishing from docks have been competing interests at times)	The committee has not met to discuss this item.