

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

2019



April 8, 2020

Board of Assessment Review (BAR)

Members: Richard Olson (Chair), Lois Lengyel (Secretary), Tim O'Donovan, and William Lunt. There is one vacancy.

Staff Liaison: Lisa Sangillo, BAR Administrative Assistant

2019 Accomplishments:

There were no BAR hearings in 2019.

Summary of Ongoing Duties, Tasks, Charge, etc.:

- The Board receives its authority to hear and decide property tax abatement appeals pursuant to State Law 36 M.R.S.A. §843(1) and 30A, §2526.6(A-H); §2552.2; §2691.3 & §8439.2
- The Board is constituted pursuant to Article VI of the Falmouth Code of Ordinances Section 601
- Any appeal from any final decision of the Board may be taken pursuant to the provision of 36 M.R.S.A. §843
- The Board had one vacancy. Pursuant to Article VI of the Code of Ordinances Section 602 a full board is five (5) members.

Goals or a Work Plan for 2020:

- The Board's role is primarily reactive and adjudicatory, but we hope to continue to make the process transparent, equitable, and user friendly to all parties who come before the BAR.
- The Board is seeking a new Board member.

Budget Request:

Since staff is entirely in-house and supports the Board of Assessment Review, it is not anticipated that the BAR will have any budget requests for the upcoming year.

NOTE: The Assessor is a defendant in Appeal proceedings and does not serve as staff to the Board. The Assessor is Ben Thompson, Cumberland County Regional Assessing Department.

Board of Zoning Appeals

Members: Nathan Smith, Jay Trickett, Anthony DeRice (Chair), F. Jay Meyer (Vice Chair), Alexander Pratt, Nick Guerette, Randy Cooper, Cory Vargo.

Staff Liaison: Justin Brown

2019 Accomplishments:

The Board conducted 11 regular meetings. The Board addressed a total of 32 separate applications in 2019 (2018 total was 15).

- 16 applications were reviewed under section 19-77 for Enlargement of Non-Conforming.
- 3 applications were reviewed under section 19-84 for Teardown/Rebuilds.
- 3 applications were reviewed under section 19-86 Shoreland Zone.
- 3 applications were reviewed under section 19-119 for a Miscellaneous Conditional Use.
- 3 application were reviewed under section 19-120 for a General Variance request.
- 2 application were reviewed under section 19-121 for a Setback Variance request.
- 1 application were reviewed under section 19-122 for a Disability Variance request.
- 1 application was reviewed under section 19-54 for a Home Occupation.

Summary of Duties, Tasks, Charge, etc.:

The Board is constituted under its Ordinance. The Board has regular meetings scheduled on the fourth Tuesday of every month. The Board consists of five regular members and two alternates. The Role of the Board is to hear applications for conditional uses, variances, and appeals of decisions made by the Code Enforcement Officer (CEO). The Board receives and relies on assistance from CEO Justin Brown and staff members Patrice Perreault and Lisa Sangillo. Lisa Sangillo is the recording secretary. The Board will occasionally request guidance on certain items from the town attorney. These requests are typically made through the CEO.

Goals or a Work Plan for 2020:

The Board currently has only five members with two vacancies. If new members join the Board it would be our hope that the Town Attorney would be able to speak with the Board as a whole in the form of an informal workshop to reiterate and clarify some typical practices and protocols of Board meetings as well as answer any questions members might have about the process and legal procedures. The Board members will also be encouraged to attend education potentials outside of the workshop referenced above.

Budget Request:

No additional budget requests are anticipated for the upcoming year.

Conservation Commission

Members: Rich Bicknell, Sarah Boudreau, Jeanie Campbell, Susan Gilpin, Jerry Goodall, Karen Jacobsen, Nancy Lightbody (Chair)

Council Liaison: Aaron Svedlow, Tommy Johnson

Staff Liaison: Kimberly Darling

2019 Accomplishments:

- The Falmouth Conservation Commission (FCC) has **supported the goals and implementation of Falmouth's Comprehensive Plan** with input from the Energy & Sustainability Coordinator, the Community Development Director, Parks and Community Programs, the Public Works Director, liaisons with the Town Council, and other Town Council members.
As a result, the FCC will continue to
 - Educate citizens about the ecological threats caused by invasive plants and the need for and benefits of their removal (CP 11);
 - Assist the Community Development Committee as it reviews the Town's Land Use Ordinance to protect wetlands and make changes as necessary (CP 67 and CP 68);
 - Educate citizens about nonpoint pollution sources and possible ways to mitigate stormwater runoff, including information about sea level rise and erosion (CP 51);
 - Assist the Ordinance Committee by developing a robust educational campaign about "healthy lawn care" in regard to the topic of restricting pesticide/fertilizer use;
 - Work with Town staff to continue Falmouth's Tree City USA designation;
 - Create an awareness program to educate the public about the environmental effects of small engines; and
 - Postpone the merger of the Shellfish Committee and Conservation Commission and the refreshing of the Shellfish ordinance until more research is done.
- **Invasive Species**
Educated citizens about the ecological threats caused by invasive plants and the need for their removal.
 - April 3: Attended the annual meeting of the Maine Invasive Species Network in Rockland.
 - May 7: Hosted a Public Meeting for Property Owners in Lunt Auditorium about correctly identifying, treating, and disposing of invasive terrestrial plants. Nancy Olmstead, the Invasive Plant Biologist with the Maine Natural Areas Program in the Department of Agriculture, Conservation and Forestry, gave a presentation.
 - June 11 and November 5: Set up a table at the polls with information about invasive plants, ticks, pesticides, and fertilizers. Handed out "Invasive-Free Falmouth" decals and informational flyers.
 - September 16-21: Arranged for a commercial company to treat invasive terrestrial plants on Town roadsides along the Foreside in addition to re-treating several areas in the western and middle sections of Falmouth. This work also included treatment on a variety of open space properties throughout Town.
 - October 3 and 4: Gave two presentations to Falmouth eighth grade students about the importance of their work on invasive species on Mackworth Island.
 - Continued partnerships with Maine Audubon and local garden centers.

- **Wetlands/Vernal Pools**
 - Continued to protect wetlands and recommend changes as needed.
 - Was prepared to work with the Community Development Committee at the appropriate time.
 - Attended several Planning Board meetings that involved this topic
- **Water Quality/Erosion**
 - **Educated citizens and learn about nonpoint pollution sources**, sea level rise, and erosion.
 - Provided on-going support for the Town’s National Pollutant Discharge Elimination System permit.
 - March 18: Took part in a meeting of Friends of Casco Bay.
 - Continued to **develop a pesticide and fertilizer restriction ordinance**.
 - Continued to meet with professional applicators as well as with representatives from various Maine municipalities that already have ordinances relating to pesticides and fertilizers.
 - March 9: Attended a workshop at Skillins about Safe Lawn Care.
 - March 11: Attended a presentation about pollinators, bees, and wildlife habitats given by St. Mary’s Garden Club.
 - March 15: Attended a presentation about South Portland’s pesticide ordinance given by the South Portland Garden Club.
 - April 9: Attended a South Portland City Council meeting at which the concept of the restriction of the use of fertilizer was presented.
 - April 10: Hosted “Healthy Lawn Care Made Simple” presentation by the Cumberland County Soil and Water Conservation District.
 - September 7: Attended a workshop at Skillins given by Jesse O’Brien about Safe Lawn Care.
 - October 29: Attended a Casco Bay Estuary Partnership training for Conservation Commission members from several Maine towns.
 - November 26: Attended a Municipal Pesticide Roundtable discussion.
 - December 5: Attended a presentation of a summary report by the Friends of Casco Bay.
 - December 9: Presented a draft ordinance and resolution to the Town Council.
 - Continued to work on developing a comprehensive education program for property owners: hired a marketing consultant, explored a variety of media options, and continued to speak with experts in the area.
 - **Highland Lake Leadership Team**: Worked with the Towns of Falmouth and Windham, the Highland Lake Association, the Department of Environmental Protection, and the Cumberland County Soil and Water Conservation District to improve and maintain the water quality of Highland Lake for the benefit of other residents, the Towns, and future generations.
 - The Falmouth Conservation Commission representative currently chairs the Education and Outreach Committee of the Highland Lake Leadership Team.
 - Five different days in June: Counted fish at Highland Lake.
 - September 30: Took an “Introduction to Limnology” class given by the Department of Environmental Protection and the Highland Lake Leadership Team.
- **Planning Board Support**
 - Reviewed Planning Board development projects that had potential conservation resource issues.
 - Attended four monthly meetings.

- **Land Management & Acquisition Committee (LMAC) Support**
 - A representative from the Falmouth Conservation Commission is a liaison with this committee and regularly attended the monthly meetings.
 - Supported LMAC with comments on several land acquisition grant applications.
- **Tree City USA Designation**
 - Successfully collaborated with Town Staff and enabled Falmouth to become a Tree City USA.
 - April 27: Celebrated Falmouth's first annual Arbor Day
- **Promotion of a Healthy Environment**
 - Learned about ticks and tick-borne diseases.
 - Created a "Tick Tip" poster, which is on display at the Town Hall and at the polls in the Falmouth High School gym.
- **Environmental effects of small engines**
 - Completed extensive research and continued work creating an awareness program to educate the public.

Summary of Ongoing Duties, Tasks, Charge, etc.:

1. Purpose

The Conservation Commission shall strive to protect the natural resources of Falmouth and improve the Town's ecological integrity and wildlife diversity. It shall increase public awareness of the intrinsic value of the Town's natural resources and shall work to study and conserve them.

2. Duties

Research and Recommendations

- a. The Conservation Commission shall conduct research and give advice as to the protection of the natural resources located within the Town, including fresh and coastal waters.
- b. The Commission shall prepare and keep an index of all sensitive natural resources on publicly or privately owned lands within the Town, including but not limited to open marshlands, swamps, and other wetlands for the purpose of assimilating and retaining information pertinent to the proper protection of such open areas.
- c. The Commission may recommend to the Town Council or any municipal body or board or body (private, politic or public) actions or a program to better protect, conserve, minimize impacts to, or increase the understanding of, natural resources.

Cooperation and Collaboration

- a. Internal: The Conservation Commission shall work cooperatively with Parks and Community Programs, Public Works, and the Land Management and Acquisition Committee in terms of its duties, powers, and functions.
- b. External: The Commission shall seek to coordinate its activities with existing state and municipal agencies, commissions, departments, and conservation bodies organized for similar purposes.

Education and Public Awareness

The Conservation Commission may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets that in its judgment it deems necessary. The Conservation Commission may hold public awareness and education campaigns on Town-owned properties or in coordination with other Town entities.

Record Keeping

The Conservation Commission shall keep records of its meetings and activities and make an annual report to the Town.

Expenditures

The Conservation Commission shall prepare an annual budget and may employ such personnel as may be approved by the Town Manager.

Goals or a Work Plan for 2020:

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

Budget Request:

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

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

Falmouth Economic Improvement Committee (FEIC)

Members: Pamela DiPietro Hale (Chair), Chris Wasileski (Vice Chair), Brian Bakke, Bill Lunt, Mindy Schwartz, Edward Pierce, Kevin Moss, Ozan Tuzmen, Nicholas Weightman

Council Liaison: Andrea Ferrante, Janice De Lima

Staff Liaisons: Nathan Poore, Theo Holtwijk, Meredith Sells, Marguerite Fleming

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

FEIC webpage: www.falmouthme.org/economic-improvement-committee

Further resources for businesses: www.falmouthme.org/businesses

2019 Accomplishments:

- Met 18 times in 2019
- Reviewed project updates provided by staff
- Reviewed Economic Development Strategy Work Plan assignments by Town Council
- Petitioned the Council to increase the size of the committee from seven to nine members
- Conducted two business forums
 - February 2019: STEM forum hosted jointly by Falmouth Schools with students, teachers, school department leadership and area businesses at Falmouth High School
 - March 2019: Energy Efficiency forum at TideSmart Global with tour of Net+ Viridescent House
- Discussed ideas for future business forums
- Provided input for the 2019 Town Council Retreat
- Developed a concept for a Falmouth Business League and sought community outreach on that idea
- Reviewed the results of a Business Recycling Survey developed by Recycling and Energy Advisory Committee (REAC)

Summary of Ongoing Duties, Tasks, Charge, etc.:

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

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

Goals or a Work Plan for 2020:

- Meet with Falmouth-Cumberland Community Chamber leadership to review the concept of the Falmouth Business League and explore partnership opportunities
- Conduct a business forum to seek input on the Falmouth Business League concept

Harbor/Waterfront Committee

Members: Richard Garrett (Chair), Ben Oliver (Portland Yacht Club), Skyler Fugelso (Handy Boat), Manny Kourinos, Richard Craven, Peter Dion, and Martin Bruno

Council Liaison: Tommy Johnson

Staff Liaison: Alan Twombly

2019 Accomplishments:

- Met 3 times in 2019
- Installed new pumpout
- Hired Custom Float to install and remove float system
- Recommended the Council approve a mooring fee increase

Summary of Ongoing Duties, Task, Charge, etc.:

- Monitor seawall erosion along Town Landing Road beach
- Repave portions of parking lot from storm damage
- Consider options for kayak rack at Town Landing
- Continue to monitor dinghy use and safety
- Continue to monitor nighttime fishing at Town Landing

Goals for 2020:

- Work with staff to continue monitoring dinghy use and fishing

Highland Lake Leadership Team (HLLT)

Members: From Highland Lake Association: Dennis Brown (Chair), Kim White (Vice Chair), Rosie Hartzler, John MacKinnon and Tom VerLee. From Windham: Barry Tibbetts (interim Town Manager), Jarrod Maxfield (Chair Town Council), Tom Peterson. Falmouth: Nathan Poore (Town Manager), Kimberly Darling (Energy and Sustainability Coordinator), Nancy Lightbody and Gretchen Anderson (Windham)

Staff and Technical Liaisons: Jeff Dennis (Maine DEP), Wendy Garland (Maine DEP), Amanda Pratt (Maine DEP), Heather Hunt (Cumberland County Soil and Water Conservation District)

2019 Accomplishments:

- Held a Public Forum on status of Highland Lake bloom study
- Held a Buffer Blitz Workshop
- Developed the Highland Lake Watershed Management Plan for approval by the DEP
- Revised Windham and Falmouth Town ordinances to require 3rd party engineering review of all Planning Board review projects within the Highland Lake watershed, new ordinance requirements stopped one large development, and significantly improved another from what were originally proposed
- Were awarded grants of \$13,500 from Windham for remediation projects, \$10,000 from Falmouth for remediation projects and another \$10,000 from Falmouth to help fund the extensive water testing program needed to determine the cause of the picocyanobacterial bloom. Identified two hypotheses which could be playing a significant role in the bloom.

Summary of Ongoing Duties, Tasks, Charge, etc.:

- Education and Outreach is an ongoing effort to help residents within the watershed learn about and take personal action to minimize phosphorus export from their properties.
- Continue with a targeted testing program to document the progress toward lower phosphorus levels in the lake.

Goals or a work plan for the ensuing year:

- Validate the hypotheses of the cause of the bloom, and initiate action to minimize those causes.
- Complete the Watershed Management Plan, win approval, and apply for EPA 319 grant funding to address the major stormwater issues within the watershed.

Budget Request:

The HLLT is hopeful that the same or larger financial support as 2019 can be awarded in 2020 to help us hopefully complete the identification of the bloom cause, and to continue mitigate phosphorus sources to the lake.

Land Management & Acquisition Committee (LMAC)

Members: John Adelman, Chris Kittredge, Fred Farber, Dave Gagnon, Casey Webster, Jennifer Grimm (Ex-officio Falmouth Land Trust)

Council Liaison: Caleb Hemphill

Staff Liaisons: Lucky D’Ascanio, Parks and Parks & Community Programs Director, Amanda Stearns, Open Space Manager, and Sami Wolf, Stewardship and Outreach Coordinator

Summary of Ongoing Duties, Tasks, Charge, etc.:

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

- Protect our natural resources and open spaces.
- Provide a range of open spaces and experiences for a diverse population,
- Ensure that protected open spaces are available throughout the entire town,
- Utilize open space acquisition as a land use growth management tool,
- Ensure the utility and longevity of open spaces through good management, and
- Educate the public about the presence, function, and values of open space.
 - To accomplish these goals we plan, acquire, manage, and communicate. More specifically, we:
 - Set strategic direction;
 - Collect and manage data;
 - Identify and assess key properties for acquisition;
 - Create strategies for acquisitions;
 - Create and implement management plans for acquired properties; and communicate with town officials, other organizations and the public.

2019 Accomplishments:

- Completed the Suckfish Brook II second year monitoring report;
- Evaluated the possible acquisition of several key properties for trail connections and additional open space;
- Continued work on closure documents for the 2014 Land for Maine’s Future grant in North Falmouth Community Forest;
- Reviewed and evaluated several properties offered to the town for acquisition or donation;
- Began developing new volunteer training manual;
- Completed the construction of a reroute of the “White Trail” now known as the Updraft Trail in Blackstrap Community Forest and Hill Preserve in partnership with the Falmouth Land Trust to provide a multi-user, improved access to the overlook;
- Constructed the Flow Creek Trail in BHCF, a first of its kind, downhill only mountain bike option. This was fully funded with private funds.;
- Completed an implementation strategy and two-year capital plan for the 2018 Open Space Plan, adopted by the Council in July 2019;
- Opened a temporary part time position of Stewardship and Outreach Coordinator;
- Began work on the development of a Trail Management Plan;
- Began work on the creation of a GIS driven infrastructure inventory;
- Contracted for ongoing forestry services and updates of our forest management plans with Paul Larrivee, 207 Forestry Consulting Services LLC
- Improved the roadside parking access to the Cross Falmouth Trail on the west side of Winn Road;

- Completed two committee field days, one in River Point and the other in NFCF;
- Created a trail link from the Babbidge Road parking area for NFCF to the Hemlock Trail;
- Developed a policy and draft ordinance to address the use of electric bicycles on open space trails;
- Began discussion on the development of temporary event policy and permitting;
- Completed a workday with Bowdoin College Common Good Day at Tidewater Farm trails;
- Acquired a permanent trail connection adjacent to Town Forest and rerouted the existing trail;
- Reviewed several scout requests for Eagle Scout projects;
- Participating in a staff committee for monitoring the spread of the emerald ash borer;
- Reviewed open space requests related to street acceptance for several subdivisions;
- Completed a street addressing scheme for all trailheads for review and approval by the Street Addressing Officer; and
- Working with other committees for the celebration of Earth Day 50.

Budget Requests:

- Acquisition Fund: \$500,000
- Land Management Operations: \$18,000
- Capital: Trail Management Fund \$15,000
- Wages: increased to accommodate permanent part time employee
- Consulting Forester: \$5,000

Long Range Planning Advisory Committee (LPAC)

Members: Breana Gersen (Chair 1, Vice Chair 2), Becca Casey (Vice Chair 1, Chair 2), Sandra Lipsey (LPAC+), Sam Rudman (LPAC+), Paul Bergkamp, Rich Jordan (Planning Board liaison), Dimitri Balatsos, John Winslow, Karen Farber

Council Liaison: Claudia King (1), Ted Asherman (2)

Staff: Theo Holtwijk, Meredith Sells, Ethan Croce, Nathan Poore, Maggie Fleming, Erin Cadigan

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

LPAC webpage: www.falmouthme.org/long-range-planning-advisory-committee

2019 Accomplishments

- Met 17 times.
- Evaluated learnings, weaknesses, and opportunities regarding growth and density resulting from the 2016 Zoning Amendments. This assignment is based on the April 2018 Council resolution 115-2018, and tasks in the Council Work Plan to review and evaluate growth and density.
- Developed zoning amendment options for Residential A (RA) District
- Conducted a joint Public Forum with Town Council on March 28, 2019
- Recommended RA zoning amendments to Town Council.
- Developed suggestions for Council regarding future communication, education, and outreach
- Prepared an information statement about the committee
- Discussed zoning standards for two family and multi-family uses in RB and RD Districts
- Discussed types and formats of data useful for analyzing Comprehensive Plan implementation strategies and useful for informing a Comprehensive Plan update.

Summary of Ongoing Duties, Tasks, Charge, etc.:

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

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

Goals for 2020

- Goals are dependent upon Council assignment(s)

Budget Request:

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

Parks & Community Programs Advisory Committee (PAC-PAC)

Members: Chair-Karen Jones, Vice-Chair-Janet Dye, Melanie Collins, John Lane, Joel Glass, Melissa Price, one vacant seat

Council Liaison: Janice De Lima

Staff Liaison: Lucky D'Ascanio

2019 Accomplishments:

- Committee began the year short a member, quickly became full capacity and then mid-year, lost 2 members and thus struggled with quorums. Committee currently has one vacant seat.
- In June committee members toured the Tercentennial Legacy Native Species Garden at the Town Green, led by Master Naturalist, Susan Gilpin of the Falmouth Conservation Commission.
- The committee was invited on informative tours of the town parks and open spaces in both May and October. Led by Parks Supervisor Jeff Mason, the tours provided an overview of the parks and open space properties as well as town facilities and cemeteries. Members were also provided a written inventory with descriptions of all properties.
- Several committee members attended and assisted with the Annual Holiday Tree Lighting at Village Park.
- Committee continued with “staff spotlight” agenda item which introduced new employees in the Parks and Community Programs department as well as long-standing employees who highlighted their roles within the department.

Summary of On-going Duties, Tasks, Charge, etc.:

- At each meeting, oral reports from the Parks Department and Community Programs Department are given, the committee discusses, provides feedback and makes recommendations regarding concerns which are brought to the committee’s attention by any member of the community.
- Three times each year we review the Community Programs Brochures (Winter/Spring, Summer, Fall) and make recommendations for additional course recommendations.

Goals for 2020:

- Continue to offer yearly Facilities/Parks and Open Space Tour for committee members and new council members, as well as the public.
- Work with members from other committees and Town staff to inventory and access town’s active recreation opportunities for adults and children.
- Review and revise the committee work plan as needed.

Budget Request:

There are currently no items requiring funding.

Planning Board

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

Staff Liaison: Dawn Emerson

2019 Accomplishments:

- Conducted 11 meetings.
- Processed 34 development applications and issued 27 approvals to applicants.
- Held 8 public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- The approvals granted in 2019 include:
 - Subdivision re-approval for a 16-unit, two-family condominium development on Blackstrap Road.
 - Preliminary Approval for the Homestead Acres 65 single family condominium lots off Mountain Road.
 - Site Plan Approval for a 19-space parking lot addition at 78 Leighton Road.
 - Site Plan Amendment for an 18,810sf expansion at Falmouth Memorial Library.
 - Site Plan Amendment for a lot division at 50 & 56 Gray Road.
 - Subdivision Approval for a 6-lot subdivision on Field and Woodville Roads.
 - Site Plan Approval for safety improvements to the parking at Harmon's Hamburgers.
 - Site Plan Approval, Shoreland Zone Permit Approval, and Fill Permit Approvals for a 2-story addition at Handy Boat Service.
 - Seven (7) subdivision amendments for creation of a new lot at 62 US Route One, creation of a new lot at 16 Hurricane Road, adjustment of a lot line and addition of 5 memory care units at the Ocean View at Lunt School and Ocean View Memory Care, two amendments to a proposed fitness center expansion at Ocean View, a parking lot relocation on Seaside Way, and a lot split on Field Road.
 - Six (6) Private Way Applications.
 - Three (3) Shoreland Zone Permits.
 - Two (2) Sign Permits
 - One (1) Fill Permit

Summary of Ongoing Duties, Tasks, Charge, etc.:

- Regulates development practices and implements the recommendations and policies of various Town-adopted plans and studies.
- Reviews development proposals for subdivisions, private ways, commercial site plans and signs, shoreland zoning permits, and fill permits.
- Conducts public hearings for proposed zoning amendments as the Town's designated Municipal Reviewing Authority.

Goals or a Work Plan for 2020: N/A

Budget Request:

As staff support for the Planning Board is provided for entirely in-house, it is anticipated that the Planning Board will not have any budget requests for the upcoming year.

Recycling and Energy Advisory Committee

Members: Peter LaFond, Richard Klain, Alan Solander, Dave Low, Donna Lee Cheney, Lynn Breckinridge, Rich Bicknell

Council Liaison: Hope Cahan

Staff Liaison: Kimberly Darling

2019 Accomplishments:

- Continued to distribute a monthly newsletter to a mailing list of over 200 town residents. The newsletter provides energy news, a listing of local monthly events, along with energy savings tips and “did you know...” facts on energy and sustainable living.
- Held the second “National Drive Electric Event” with the Towns of Cumberland and Yarmouth at the TideSmart facility in Falmouth in September; roughly 100 people attended
- Held the third WindowDressers Community build at the Mason-Motz Activity Center in November, with Cumberland. Of the 193 window inserts that were built, 19 inserts were for 5 Falmouth residents.
- Held the Annual home Energy Fair at the LEED certified Elementary School in January with the Towns of Cumberland and Yarmouth for the first time. The 2019 event saw roughly 150 people, children’s’ activities are provided and door prizes as well for all attendees to be entered to win.
- REAC toured ecomaine; both the recycling facility and the waste to energy plant in February
- Assisted with the development of the landfill solar request for proposals (RFP) which was issued in October.
- Assisted with the expansion of the Town’s food waste program with a new kiosk at Community Park
- Following the recycling interns summer pilot program, implemented a “recycle right” pledge. Almost 190 residents have signed it since November of 2019.
- Began outreach to business community regarding a potential ban on plastic straws in late 2019
- Joined the Earth Day/Month planning group

Summary of Ongoing Duties, Tasks, Charge, etc.:

- Endeavor to save local taxpayer dollars through increased energy-efficiency of municipal facilities and operations
- Prioritize the ad hoc Falmouth Green Ribbon Committee’s 2010 recommendations that the Council wants to pursue
- Educate Falmouth residents and businesses about energy-efficient, waste-reducing, clean energy opportunities and choices
- Enhance and promote the Town’s recycling program
- Promote the use of clean, renewable energy sources in Falmouth’s public and private facilities through education and outreach
- Work with surrounding communities on potential regional energy efficiency and clean energy strategies
- Monitor new developments and options in the fields of energy and waste management as technologies evolve and change; educate the public and advise the Council on same
- Research and report policies to accomplish the above goals and/or other related goals deemed appropriate by the Town Council including proposed natural gas infrastructure.

Goals or Work Plan for 2020:

- Continue to assist with solar development on the landfill
- Ban plastic straws in Falmouth for use and for sale
- Propose an ordinance for new construction as it relates to energy use/building standards
- Explore policies to better assist and incentivize the business community's recycling and composting efforts
- Continue to host annual events such as The Home Energy Fair, Drive Electric and WindowDressers.
- Be an active participant and highlight REACs work through the Earth Day/Month celebration
- Continue to prioritize and implement recommendations from the 2018 Energy and Sustainability Plan