

Town Councilor Orientation



Congratulations on your election to the Falmouth Town Council!

This orientation will provide you with the background information you will need to perform your duties as a councilor. In addition, important documents are linked below. We hope you find this a useful tool in referencing these often-used materials.



AGENDA

I. Welcome & Introductions

II. Review department operations and current projects

III. Organizational Structure—Review significant policy documents, reports, and ordinances, including:

- [Town Charter](#)
- [Council Rules](#)
- [Council Practice Guidelines](#)
- [Code of Ordinances](#)
- Council sub-committees ([Finance](#), [Appointments](#), [CDC](#), and [Ordinance](#))
- [Town Boards and Committees](#)
- Roles of volunteer committees (Conservation Commission, Planning Board, BZA, and others)
- [School Board](#)
- Robert's Rules of Order (hard copy only)

IV. Financial Structure—Review significant financial policy documents and reports.

- [Comprehensive Annual Financial Report](#)
- [Operating and Capital Budget](#)
- [Financial Policies](#), including [Purchasing Policy](#) and [Fund Balance Policy](#)
- Most recent bond rating: [Standard & Poor's](#), [Moody's](#)



V. Land Use—Review several significant land use policy documents, reports, and ordinances.

- [Land Use Ordinances](#)
 - Zoning and Site Plan Review Ordinance
 - Subdivision Ordinance
 - Zoning Maps
- [Planning Reports](#), including:
 - [2013 Comprehensive Plan](#)
 - [2018 Open Space Plan](#)
 - [2016 Bicycle and Pedestrian Plan](#)
 - [2023 Climate Action Plan \(Coming Soon!\)](#)



VI. Review Town Council appointments.



- [Boards, Committees, and Commissions](#)
- Election Clerks and Wardens
- Shellfish Warden
- Town Manager
- Town Attorney

VII. Review workshop and meeting agenda policy, including how to add an agenda item, introduce an ordinance or amendment, and when the agenda is final and posted.



See reverse for more information.

Scan this QR code for a digital copy of this fact sheet with live links to all these documents.



SCAN ME



VIII. Review of the E-Agenda packets, including format and distribution.

- [A Guide to Virtual Meetings](#)

IX. Review of Maine's "Right to Know" law regarding public information/records and Council executive sessions.

- The [State website](#) provides information about the law as well as registration information for the required training for elected officials.
- [MMA Right to Know Information Packet](#)
- [Town of Falmouth FOAA Protocol](#)
- [Required FOAA Training](#)



X. Review the Maine Municipal Association's Elected Officials Manual (a hard copy is available).



XI. Q&A with Director of Information Systems or designee.

XII. General discussion.

STAYING INFORMED

I. Sign up for E-Alerts. You will be notified about projects, initiatives, events, and committee meetings including links to relevant information. You can subscribe to E-Alerts at www.falmouthme.org/subscribe.



II. Subscribe to *The Falmouth Focus*, Falmouth's digital newsletter via the E-Alerts subscription page above. [Find past newsletters here.](#)

III. Familiarize yourself with the Town Website at

www.falmouthme.org.

- The [major projects page](#) lists current projects and initiatives.
- Find upcoming meetings on the [events calendar](#).
- Find [meeting agendas](#) on the home page.
- View [past meetings](#) online.



IV. Fact Sheets provide a snap shot of information on important topics and projects, such as revaluation, commercial development, TIF districts, and more. [Find them all here.](#)



IV. Stay connected via our social media pages.

- Facebook: facebook.com/FalmouthME
- Twitter: [@MaineFalmouth](https://twitter.com/MaineFalmouth)
- Instagram: [@myfavoritefalmouth](https://www.instagram.com/myfavoritefalmouth)

V. Other helpful resources and publications

- [New Neighbor Guide](#)
- [History of Falmouth](#)
- [Building Community](#)
- [Community Wellness Guide](#)

Quick Links

- Town of Falmouth Website: www.falmouthme.org
- Subscribe to Town E-Alerts & *The Falmouth Focus* newsletter at: www.falmouthme.org/subscribe
- Watch past Town Council meetings online: www.falmouthme.org/cable-tv-fct-channel-ch-2-1301
- Falmouth's Town Charter & Ordinances: www.falmouthme.org/community-development-code-enforcement-division/pages/town-charter-ordinances

