

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

**2017**

**March 31, 2018**

## **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

### **2017 Accomplishments**

The Board had no appeals in 2017

### **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 the ensuing year**

- 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 Renee LaChapelle, Cumberland County Regional Assessing Department.

## **Board of Sewer Appeals**

**Members:** Roland Beaudoin, William Lunt III, Richard Olson, Timothy O'Donovan.

**Staff Liaison:** Pete Clark

### **2017 Accomplishments**

The Sewer Appeals Board met on one occasion in 2017 to hear an appeal of the assessed sewer connection fee where the appellant asserted that the fee was inappropriately determined.

### **Summary of ongoing duties, tasks, charge, etc.**

The Sewer Appeals Board meets on an as needed basis to hear appeals related to decisions of the Sewer Superintendent, to interpret provisions of the Town Sewer Ordinance in cases of uncertainty, and grant variances where there is no substantial departure from the ordinance or in case of determining hardship.

### **Goals or a work plan for the ensuing year**

Provide the opportunity for appeals of sewer related matters per the requirements of the Town Charter and Ordinances.

## Conservation Commission

**Members:** Sarah Boudreau, Susan Gilpin, Karen Jacobsen, Sue Shane, Steve DeCrosta (through November), Richard Bicknell (month of December), Jerry Goodall (Co-Chair), Nancy Lightbody (Co-Chair)

**Council Liaison:** Ned Kitchel (first half of the year); Andy Jones (second half of the year)

**Staff Liaison:** Amanda Stearns (first half of the year); Kimberly Darling (second half of the year)

### Significant accomplishments, completed tasks, unfinished projects/tasks.

- Ongoing discussions of how the Falmouth Conservation Commission (FCC) can best **support the goals and implementation of Falmouth's Comprehensive Plan**, with input from the Director of Long-Range Planning, the Community Development Director, Parks and Community Programs, our liaison with the Town Council, and other Town Council members.

As a result, the FCC should try to (in no particular order)

- Continue to educate citizens on the dangers of invasive plants and the need for their removal (CP 11);
  - Update the invasive species ordinance (CP 11);
  - Review the Town's Land Use Ordinance to protect wetlands and make changes as necessary (CP 67 and CP 68);
  - Continue to educate citizens about nonpoint pollution sources and possible ways to stem stormwater runoff, including information about sea level rise and erosion (CP 51);
  - Bring forward an ordinance to restrict pesticide applications (CP 51);
  - Apply for Tree City USA designation; and
  - Work toward quality open space.
- **Invasive Species**  
Continued to educate citizens on the dangers of invasive plants and the need for their removal.  
Continued to coordinate activities with the town ombudsman, as invasive species are also present on Town-owned property and along roadsides.
    - Continued a pilot study in which a commercial invasive control company treated invasive terrestrial plants on Town roadsides and Town land in the middle and eastern parts of Falmouth in addition to re-treating areas in West Falmouth. This project was approved by the Town Council and was preceded by mailings as well as an informational meeting for abutting landowners. In September 2018, the study will be continued along the Foreside along with the re-treatment of several areas in the western and middle sections of Falmouth.
    - March 22: Gave the keynote speech at the annual meeting of the Maine Invasive Species Network at Colby College in Waterville.
    - March 27: The Falmouth Town Council approved amendments to the Subdivision Ordinance, the Street Acceptance Ordinance and the Zoning and Site Plan Review Ordinance to address invasive terrestrial plants.
    - June 12: Held an informational meeting at the Falmouth Memorial Library for landowners whose land abutted town-owned roadside rights-of-way in several eastern parts of town and in central areas that had to be re-treated.
    - June 13 and November 7: Set up a table at the polls with information about invasive plants and ticks. Handed out "Invasive-Free Falmouth" decals and informational flyers.
    - June 28: Held an informational workshop for Falmouth residents at the Lunt Auditorium to discuss how to identify and control invasive terrestrial plants.
    - November 15: Spoke at the Town of Cumberland's Invasives Forum.

- Continued partnerships with Maine Audubon and local garden centers.
- **Wetlands/Vernal Pools**  
Worked to protect wetlands and make changes as necessary.
  - February 15: Presented to the Town Council recommended Zoning and Site Plan Review Ordinance Amendments for Natural Resource Protection.
  - July 24: Gave a workshop to the Town Council about wetlands protection. The FCC will work with the Community Development Committee (CDC), which was assigned to develop a process for reviewing Falmouth's existing natural resources provisions within the ordinance amendments and make necessary changes.
  - July 27: The *Northern Forecaster* mentioned Falmouth's work on the protection of wetlands.
- **Water Quality/Erosion**
  - Continued to educate citizens about nonpoint pollution sources, sea level rise, and erosion.
    - Provided on-going support for Town's National Pollutant Discharge Elimination System (NPDES) permit.
    - Took part in water testing near Town Landing on March 22, April 4, April 15, May 22, July 22, July 26, August 12, September 12, and October 3.
    - September 11: Attended a meeting about "Building Resilient Coastal Bluffs" hosted by the Cumberland County Soil & Water Conservation District (CCSWCD).
    - December 5: Took part in the Gulf of Maine Research Institute's King Tide Walk along inundation sites in Portland's Bayside and East Bayside neighborhoods.
  - Continued work on developing an ordinance to restrict pesticide applications.
    - Researched information from several scientists and the 25 Maine municipalities that already have ordinances relating to pesticides.
    - Met with two managers of the CCSWCD.
    - Held three Fact-Finding Sessions at the Town Hall: one for people who do business in Falmouth, one for representatives from Town departments, and one for Town residents (including farmers, people who fish, people who lobster, beekeepers, garden club members, home owners association members, parents and coaches of boys and girls who use grass playing fields, and others).
    - August 31: Attended a South Portland workshop for homeowners about how to grow pesticide-free lawns.
    - November 30: Learned from Julie Rosenbach, South Portland's Sustainability Coordinator, about her city's pesticide restriction ordinance.
    - December 7: The *Northern Forecaster* mentioned Falmouth's continued work on the pesticide restriction project.
    - Developed a draft of the most important points to include in such an ordinance (trying to be collaborative rather than combative with the different stakeholders).
    - Developing a comprehensive education program for property owners.
    - Planning for "Lawns and Lobsters: Environmentally Safe Lawn Care," an upcoming workshop to be held on March 10, 2018, at the Portland Country Club.
  - Became a member of the Highland Lake Leadership Team. The Towns of Falmouth and Windham, the Highland Lake Association, the Department of Environmental Protection, and the Cumberland County Soil and Water Conservation District are working together to improve and maintain the water quality of Highland Lake for the benefit of other residents, the Towns, and future generations.
    - The FCC is represented on the Education and Outreach Subcommittee.

- **Planning Board Support**
  - Reviewed Planning Board development projects that had potential conservation resource issues, attended several meetings, and submitted letters with comments about two proposed subdivisions and one about contract zoning.
- **Land Management & Acquisition Committee (LMAC) Support**
  - A representative from the FCC is a member of LMAC and regularly attended the monthly meetings.
  - Supported LMAC with comments on several land acquisition grant applications.
- **Long Range Planning Advisory Committee (LPAC)**
  - A representative from the FCC is on this committee and regularly attended the monthly meetings.
- **Tree City USA designation**
  - Began research for this task assigned by the Town Council. Will work with the Public Works Department.
- **Tercentennial Celebration**
  - Continued planning for Falmouth's tercentennial celebration by working with the Coordinator in several meetings: May 1, May 31, July 17, and October 25.
- **Promotion of a Healthy Environment**
  - Continued to learn a great deal about ticks and tick-borne diseases.
  - May 11: Attended a State of Maine vector-borne work group meeting at Maine Medical Center Research Institute in Scarborough.
  - November 9: Attended a Town-sponsored browntail moth public forum.
- **Quality Open Space**
  - May 3: Visited many of Falmouth's parks and open spaces under the guidance of the town ombudsman.
  - December 4: Attended a Maine Farmland Trust workshop in Augusta about ways for future farmers to finance the purchase of farm buildings and farmland.
- **Ad Hoc Zoning Committee**
  - A representative from the FCC was on this committee until it completed its assigned duties.
- **Ad Hoc Route 100 Committee**
  - A representative from the FCC was on this committee until it completed its assigned duties.

## **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 the ensuing year.**

- Continue implementation of the Comprehensive Plan actions relating to the Conservation Commission.
  - Continue existing efforts to eradicate existing invasives on Town land and along roadside rights of way. Continue pilot study with a commercial invasive control company in the eastern section of the Town;
  - Continue to educate citizens on the dangers of invasive plants and the need for their removal;
  - Update the Town's ordinances relating to invasive species;
  - Continue work on a recommended ordinance amendment for protection of wetlands;
  - Continue to educate citizens about nonpoint pollution sources and possible ways to stem stormwater runoff, including information about sea level rise and erosion; and
  - Develop an ordinance to restrict pesticide and fertilizer applications.
- Support the ongoing activities of the subcommittees:
  - **Invasive Species**
  - **Wetlands/Vernal Pools**
  - **Water Quality/Erosion**
  - **Planning Board Support**
  - **Land Management & Acquisition Committee Support**
  - **Ad Hoc Zoning Committee**
  - **Ad Hoc Route 1 North Committee**
  - **Ad Hoc Greening of Falmouth 2.0 Committee**

- **Update of Website**
- **Tercentennial Committee Activities**

### **Budget request**

To accomplish its ongoing duties and tasks, the Conservation Commission respectfully requests **\$16,500** for the upcoming fiscal year:

Printing and miscellaneous expenses associated with invasives education:	\$ 1,500
Removal of invasives on selected Town roadside rights of way and Town land through continuation of a pilot study with a commercial invasive control company:	\$ 15,000
<b>TOTAL</b>	<b>\$ 16,500</b>



## **Falmouth Economic Improvement Committee (FEIC)**

**Members:** Bill Lunt (Chair), Sandra Lipsey, Pamela DiPietro Hale, Dimitri Balatsos, Chris Wasileski, Ethan Gamage, Mindy Schwartz

**Council Liaison:** Karen Farber, Andrea Ferrante

**Staff Liaisons:** Nathan Poore, Theo Holtwijk, Andrew Clark

### **Charge**

The Falmouth Economic Improvement Committee (FEIC) shall:

- Encourage and promote economic development within the town consistent with other ordinances and policies.
- Undertake and support activities aimed at enhancing the economic well-being of the community by the promotion of a sustainable economy which will retain and create quality employment opportunities and a broadened tax base for the town and its residents.
- Provide advisory assistance to the town manager and town council for matters pertaining to economic development including but not limited to policy development, strategic planning, and land use.
- Develop guidelines and recommendations in such areas related to economic development including but not limited to business retention, business attraction, work force development, the development of infrastructure necessary to support economic growth, redevelopment, and business development.
- Work with other public and private entities and staff to promote the economic well being of the community and perform such other functions as may be appropriate to achieve such goals.
- Assist the town council with implementation of the 2015 Economic Development Strategy for the town, and review this plan every three (3) years.
- Participate in regional economic development efforts.

### **Accomplishments in 2017**

- Met 10 times in 2017
- Reviewed project updates provided by staff
- Reviewed Economic Development Strategy Work Plan assignments by Town Council
- Reviewed proposed Capital Improvement and Tax Increment Financing Plans for 2017-2018
- Reviewed Town utility plans
- Reviewed Route 1 North Vision Plan
- Planned a Falmouth Business Forum
- Prepared revisions to the Committee's Charge
- Reviewed updates to Very Merry Falmouth event
- Provided input on Temporary Signage regulations
- Reviewed the work plan of the Economic Development Strategy

### **Summary of Ongoing Duties**

- Other tasks as assigned by Town Council

### **Goals for 2018**

- Conduct the Falmouth Business Forum
- Obtain feedback from permit applicants

## **Harbor/Waterfront Committee**

**Members:** Richard Garrett (Chair), Paul Dobbins, Emmanuel Kourinos, Bill Oliver, Richard Craven, Peter Dion, and Skyler Fugelso

**Council Liaison:** Aaron Svedlow

**Staff Liaison:** Al Twombly

### **2017 Accomplishments**

- Worked with staff and engineer to redesign the town pier float system
- Decreased the number of dinghy permits issued for safety reasons

### **Summary of Ongoing Duties**

- Continue to monitor dinghy use and safety
- Continue to monitor nighttime fishing activities

### **Goals or a work plan for the ensuing year**

- Continue rebuilding after October windstorm damage
- Install new float system

# Human Services Committee

**Members:** Nancy Lightbody, Diane Moore

**Council Liaison:** Karen Farber

**Staff Liaison:** Ellen Planer

The Human Services Committee reviews all funding requests from social service agencies and determines eligibility for Town contributions.

## 2017 Accomplishments

The Human Services Committee distributed \$23,125 among thirteen social service agencies which is 1% (one percent) of the actual costs provided to 2,288 Falmouth residents.

- American Red Cross of Southern Maine
- Community Dental
- Day One
- Family Crisis Services
- Hospice of Southern Maine
- Maine Behavioral Healthcare
- MaineHealth Care at Home
- The Opportunity Alliance
- Regional Transportation Program
- Sexual Assault Response Services of Southern Maine
- Southern Maine Agency on Aging
- VNA Home Health and Hospice
- Woodfords Family Services

## Goals for 2018

The goals of the Human Services Committee will continue to review funding requests from service agencies that serve Falmouth residents.

## Budget Request

The budget request is \$25,000.

## **Land Management & Acquisition Committee (LMAC)**

**Members:** David Gagnon, Fred Masciangelo, Ted Asherman, Christopher Kittredge, Aubrey Farber

**Council Liaison:** Caleb Hemphill, Aaron Svedlow

**Staff Liaison:** Lucky D'Ascanio, Bob Shafto (Ombudsman)

### **Significant accomplishments, completed tasks, unfinished projects/tasks**

- Acquisition of the 41-ac. Suckfish Brook II property and restoration of its wetland, paid in full with a mitigation fund grant;
- Acquisition of the 36.5-ac. McLean addition to No. Falmouth Community Forest, half of which was funded with a US Forest Service grant;
- New trail maps produced in partnership with the Falmouth Land Trust;
- Trails named and name signs posted at trailheads;
- New parking lots constructed at Field Road and Blackstrap Road at the corner of Babbidge Rd.;
- Active participation in LPAC's work on developing a new open space plan;
- Development of an ombudsman transition plan;
- Events sponsored with Community Programs to get people out on our conservation properties;
- Updated management plans;
- Continued to control invasive plant populations on our various town-owned conservation properties;
- Developed new pet regulation ordinances regarding pets on town properties that were adopted by the Town Council and posted appropriate signage;
- Installed posts and cables enabling us to close parking areas when trail conditions warrant closure;
- The town received a conservation award from the Cumberland County Soil & Water Conservation District, in part because of its land conservation efforts and
- Falmouth Conservation Corps volunteers donated 256 hours of labor toward the management of our conservation properties.

### **Summary of ongoing duties, tasks, charge, etc.**

Our purpose is to implement the five goals specified in *The Greening of Falmouth*:

1. Retain and protect Falmouth's rural character and natural resources,
2. Protect large tracts of land for wildlife habitat,
3. Insure the availability of outdoor recreation,
4. Provide connectivity between open space areas, and
5. Actively manage open space to benefit all citizens of Falmouth.

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.

### **Goals or a work plan for 2018**

- Secure legal rights for all trails now located on private land, including licenses, easements, and outright ownership;

- Continue outreach efforts with landowners with properties of significant open space value;
- Continue participation in the development of version 2.0 of *The Greening of Falmouth*;
- Reach out to establish and/or strengthen relationships with various stakeholder / user groups, including snowmobilers, hunters, trail runners, mt. bikers, etc.;
- Formalize a property stewardship program;
- Create a data base documenting all property trails, structures, or other improvements, including bridges, benches, kiosks, etc.;
- Be proactive in reaching out to neighboring towns and land trusts to stimulate regional conservation and trail building efforts;
- Pursue outreach to the top five “jewel property” owners in hopes of securing easements on these properties;
- Get National Historic Site designation for River Point;
- Harden areas of existing trails that need attention and place more benches along existing trails;
- Construct a new parking area at the Hurricane Road Blackstrap Community Forest trailhead, and post trail-crossing signs at key trail-road intersections, to alleviate safety concerns;
- Continue to kill invasives plants on various town conservation properties; and
- Continue to inform the public about our work.

### **Budget request**

- Acquisition Fund: \$300,000
- Land Management Fund: \$18,000

## **Long Range Planning Advisory Committee (LPAC)**

**Regular Members:** Sam Rudman (Chair), Sandra Lipsey (Vice Chair), Becca Casey, Breana Gercen, Paul Bergkamp, Kurt Klebe, Tom McKeon (Planning Board representative)

**LPAC + Members:** Ted Asherman, Sarah Boudreau, Dave Gagnon, Jenny Grimm

**Council Liaisons:** Ned Kitchel, Caleb Hemphill, Claudia King

**Staff Liaison:** Theo Holtwijk, Lucky D’Ascanio, Bob Shafto, Andrew Clark

LPAC is the primary advisory committee to the Council on long range planning. Its current work consists of assisting the Town Council and Community Development Committee with recommendations for implementation of the Comprehensive Plan.

### **2017 Accomplishments**

- Met 17 times.
- Worked on updating the Greening of Falmouth report with an expanded committee representing other Town committees, Town staff, and Falmouth Land Trust (LPAC+).
- Conducted an Open Space Tour on January 21, 2017.
- Conducted a joint meeting with the Route 100 Committee to review the West Falmouth Neighborhood Sketch Plan for consistency with the 2013 Comprehensive Plan.
- Conducted an on-line Open Space Survey that generated over 450 responses.

### **Summary of Ongoing Duties**

- The committee is continuing to work on updating the Greening of Falmouth report.
- In addition, the Committee will work on specific assignments from the Council regarding implementation of the Comprehensive Plan.

### **Goals for 2018**

- Goals for 2018 include updating the Greening of Falmouth report
- Other goals are dependent upon Council assignments.

### **Budget Request**

In-house staff will provide the majority of support for the committee.

## **Parks and Community Programs Advisory Committee (PAC-PAC)**

**Members:** Chair Karen Jones, Vice Chair Janet Lane-Dye, Dominic Sette-Ducati, Melanie Collins, Andrea Mittleider, Sally Bitan, and Daniel Smith,

**Council Liaison:** Aaron Svedlow

**Staff Liaison:** Lucky D'Ascanio

### **2017 Accomplishments**

- The committee was at full member capacity for the year however we struggled with quorums many months.
- The committee worked with the Senior Citizen Advisory Committee, the Conservation Commission as well as staff to review and provide input into the landscape design of the Town Green behind the Plummer Senior Living complex and Mason-Motz Activity Center.
- The committee was invited and many attended the Grand Opening of the Presumpscot Senior Room at the Mason-Motz Activity center and was kept apprised of the increasing program offerings in the room.
- The committee provided input to the Homestead Acres sub-division proposal with regard to number of, location and amenities of a “pocket park” within the development.
- Once again, the committee was invited for an informative tour of the town parks. Lead by Parks Supervisor, Jeff Mason, it focused on highlighting locations set for improvements such as the Huston basketball court re-paving/re-painting and lighting upgrades and parking improvements at several open space properties.
- Several committee members volunteered at the Annual Holiday Tree Lighting at Village Park and were encouraged to take part in or volunteer for Tercentennial programs.

### **Summary of Ongoing duties**

- At each PAC-PAC meeting we hear reports from the Parks Division and Community Programs Department, have discussions, provide feedback and make recommendations regarding concerns which arise, or 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 offerings.

### **Goals for 2018**

- Continue to offer yearly Facilities/Parks & Open Space Tour for committee members and encourage the public to join as part of the Tercentennial celebration.
- Continue to work with LPAC+ to update the “Greening of Falmouth” plan.
- Review and revise the committee work plan

## **Planning Board**

**Members:** Thomas McKeon (Chair), Jay Chace (Vice-Chair), Jason Cole, Bruce Kaplan, Rich Jorday, Nicole Cushman, and Jamie Kelly

**Staff Liaison:** Ethan Croce, Dawn Emerson

The Planning Board is a citizen board made up of seven members appointed by the Town Council to implement the recommendations of the Comprehensive Plan by regulating development practices. With the assistance of town staff, the Planning Board reviews proposals for various development applications.

### **2017 Accomplishments**

- Conducted 11 meetings.
- Processed 23 development applications and issued 16 approvals to applicants.
- Held 12 public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.
- Some of the more noteworthy approvals granted in 2017 include:
  - Subdivision approval for a 32-unit, two-family condominium development on Blackstrap Road. (Approval subsequently nullified by Council enactment of a retroactive moratorium on two- and multi-family housing.)
  - Subdivision and Site Plan Approval for a 10-unit expansion of the Falmouth House Assisted Living Facility at the OceanView Retirement Community.
  - Site Plan Approval for an internal driveway connection at TideSmart Realty LLC at 380 US Route One.
  - A minor subdivision amendment to create one new lot on Greta Way.
  - Four (4) Private Way Amendments.
  - Two (2) Shoreland Zone Permits.
  - A 1,120 square foot indoor air gun/archery training facility addition to the clubhouse at Falmouth Rod & Gun Club.

### **Summary of Ongoing Duties**

- 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 for the ensuing year**

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:** Cathy Nichols (Chair), Pete LaFond, Chris Malley, Richard Klain, Alan Solander, Dave Low, and Donna Lee Cheney

**Council Liaison:** Andy Jones

**Staff Liaison:** Kimberly Darling

## Mission Statement

REAC aims to save energy dollars and reduce green-house gas emissions, while moving toward more sustainable forms of energy in both the public and private sectors in Falmouth. The committee continues to have active membership and introduced two new members, Dave Low and Donna Lee Cheney to the group to begin 2017. The committee met 11 times in 2017.

## 2017 Accomplishments

- Continued to distribute a monthly newsletter to a mailing list of over 180 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.
- Hired a consultant, RAPPORT, to conduct greenhouse gas analysis with the data the Energy and Sustainability Coordinator has collected over the years. This service is for both the municipality and the School Department, and the costs are split between the two. This will enhance the Energy and Sustainability Plan, and with the credibility from a professional who specializes in this work, it will better suit the Town in assessing emission reduction goals (a 2% annual reduction goal established in 2007).
- Held the fourth annual Home Energy Fair at the LEED certified Elementary School in January. The 2017 event saw roughly 100 attendees. Vendors along with local business donate door prizes which are free for attendees to be entered to win.
- In April, the Town co-hosted a Business Energy Fair with the Falmouth/Cumberland Community Chamber of Commerce. The event was held at the Lunt Auditorium at the Oceanview community. It was a tradeshow during the day and concluded with a “Business after 5” networking event sponsored by the Chamber. Although this was the first year this type of event was held, low attendance determined this set up may not be the best way to get this information to the business community. Instead, a public forum evening event may be a better suit, which will be explored in 2018.
- Also in April, REAC held a Movie Night with the Library, and showed a documentary titled, “Ocean Frontiers II”.
- In July, REAC supported the Energy and Sustainability Coordinator to release a two-phase Request for Proposals for upgrading interior lighting in municipal buildings to LEDs. The first phase was for an inventory of current lighting, and a new design assessment. The second phase will be the installation process of the project.
- Also in July, REAC and Kimberly conducted a survey at the Transfer Station, inquiring residents about their participation in the compost/organics drop-off program.
- Worked with WindowDressers out of Rockland, along with the Opportunity Alliance to host a Falmouth Community Build for custom window inserts in September. Energy and Sustainability Coordinator worked directly with Opportunity Alliance to mail a letter explaining this program to 53 residents who have applied for LIHEAP. The Window Dressers program was opened to all Falmouth residents, not just those who receive assistance. The build was a joint build with the Town of Cumberland, and between 150-200 window inserts were built.
- In October, the Town participated in a regional “Heat Pump Challenge,” coordinated through the Greater Portland Council of Governments. This event was held at the Mason-Motz Community Center and was designed to offer discounts on heat pumps to those who attended the event.

- In November, REAC held an education and outreach table at the Falmouth Volunteer Fair, held at Mason-Motz Community Center, and held an outreach table at the November voting polls.

### **Summary of ongoing duties:**

- 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 for 2018**

- April will mark two years that the Shopping Bag Ordinance has been in effect. REAC will work with Kimberly to collect data from the stores in compliance of the ordinance, and will provide an update on the effectiveness of the ordinance to the Town Council in May.
- Develop ideas to enhance the Home Energy Fair, which will include partnering with neighboring communities such as Cumberland, and Yarmouth.
- Enhance regional work with Cumberland and Yarmouth, to include a "Drive Electric Event" for the nationally recognized Drive Electric Week. This event tentatively will be held at TideSmart in September. Will explore other energy initiatives with a focus on tri-town coordination.
- Enhance outreach to the business community regarding energy efficiency. Explore an event such a public forum, possibly held at the Portland Country Club, in the evening on a week day to better attendance, and build interest possibly with a keynote speaker.
- Assist Town staff on energy efficiency upgrades such as LED interior lighting and streetlights.
- Finalize the Energy and Sustainability Plan, and start working on initiatives after Town Council Approval.
- From the Energy and Sustainability Plan, the committee has given preference to recycling initiatives for the 2018 year—including waste audits for the school department and the business community.
- Continue education and outreach efforts—to include movie nights at the library, litter cleanups, tabling at elections, publishing the monthly REAC newsletter, etc.

### **Budget Request**

- Education and outreach events—\$500
- Home Energy Fair--\$500
- Business Energy Fair--\$1,000

Total estimated budget request—\$2,000

## **Senior Citizen Advisory Committee (ad-hoc)**

**Members:** Delores Vail (chair), Peggy McGehee (vice-chair), Jen DeRice, Joel Glass, Catherine Hannon, Herbert Hartley, Carol Kauffman

**Council Liaison:** Ned Kitchel

**Staff Liaisons:** Amy Lamontagne and Lucky D'Ascanio

The ad-hoc Senior Citizen Advisory Committee was created by the Town Council in late 2014. The group held its first meeting on March 24, 2015. Items from the committee's charge include: 1. Assist the Town Council with the development of a vision and a plan for how the needs of the Falmouth senior community can be met and 2. Determine what role the Town should have with offering and/or facilitating the delivery of services and assistance to senior citizens.

### **Significant accomplishments, completed tasks, unfinished projects/tasks**

In 2017, the committee continued work on its 2015 goals. These include:

1. Create a hospitable Senior Center in the Town Activity Center (Mason-Motz building), with a kitchenette, and connecting outdoor park with walkway, tables, benches and shade trees.
  - Construction was completed in early April of 2017 and the committee hosted an Open House on April 29th with over 75 people attending.
2. Provide senior programs at the Senior Center
  - Programs continue to expand and attract many seniors daily for programs such as Cribbage, Mahjong, A Matter of Balance, Lunch and Learns, Book Clubs and much more.
3. Support the development of a volunteer transportation network
  - Ongoing – the committee continues to research this issue and has met with local clergy leaders in hopes of developing a network. Another meeting is scheduled for Fall of 2018.
4. Hire a Senior Services Coordinator
  - Kim Doyon was hired and began work 20 hours per week in May of 2017. Kim has been busy programming the Presumpscot Room, developing a senior resource guide as well as attending workshops and networking with other Senior Service leaders in Southern Maine.

The Senior Citizens Advisory Committee sunset in October 2017, but a Senior Citizen Stakeholders Group continues to meet on a regular basis.

## Tercentennial Committee (ad-hoc)

**Members:** Marge Devine (Chair), Jeannie Madden (Vice-Chair), Sandy Couch-Kelly, Joel Glass, Carol Kauffman, Candice Powers, Maria Kuhn, Ellen Snyder.

**Council Liaison:** Caleb Hemphill, Claudia King

**Staff Liaisons:** Erin Bishop-Cadigan, Melissa Tryon

### Significant accomplishments, completed tasks, unfinished projects/tasks.

- Established calendar of tercentennial events and activities including eight signature activities/events organized by the Committee, the first launched at Very Merry Falmouth, December 1, 2017.
  - A total of approximately 76 events and activities hosted by the tercentennial committee and partner organizations are planned for 2018.
- Refined and reduced tercentennial budget.
- Established sub-committees to plan and implement events and activities.
- Launched Falmouth300 website in April 2017 at [www.Falmouth300.org](http://www.Falmouth300.org).
- Established a social media presence via Facebook at [www.facebook.com/Falmouth300](https://www.facebook.com/Falmouth300).
- Launched marketing campaign via social and print media to encourage interest, volunteerism, and participation in Falmouth300 activities.
- Created marketing/branding materials including:
  - Decals featuring 300<sup>th</sup> logo for Town vehicles
  - Falmouth300 logo on residential vehicle decals for Transfer Station and Town Landing Parking passes
  - Cross-street banners and light pole banners on Route 1
  - Falmouth300 uniforms for staff
  - Falmouth300 Letterhead for Town Departments
- Established a process for soliciting and designating tercentennial partner organizations.
  - Recruited 34 partners to join in tercentennial activities. <https://www.falmouthme.org/falmouth-300/become-a-partner/pages/falmouth300-partners>
- Solicited grant applications from community non-profits to develop events and activities related to the tercentennial.
  - Nine organizations applied for grants.
  - Six grants were awarded totaling \$5950 for the creation of programs and events.
- Developed sponsorship opportunities, levels, and information packets; conducted two sponsorship solicitations through mail via letter and postcard as well as in person, phone, and email solicitations resulting in 63 sponsors to date. <https://www.falmouthme.org/falmouth-300/sponsors/pages/our-generous-sponsors>
  - Raised \$53,000 in presenting sponsorships.
  - Sold \$16,500 in advertisements in the Program Guide.
- Produced a 56 page glossy Program Guide, to be delivered by mail in early January 2018 to approximately 5500 Falmouth residents and businesses. [https://www.falmouthme.org/sites/falmouthme/files/uploads/program\\_guide\\_lowres.pdf](https://www.falmouthme.org/sites/falmouthme/files/uploads/program_guide_lowres.pdf)
  - Guide included a calendar of tercentennial events, four page history of Falmouth, two page historic timeline, directory of Town Services, guide to native plants, and a list of 375 fun things to do in Falmouth.
- Researched, selected, and purchased Falmouth300 merchandise to sell at events; launched a Falmouth300 store on the website allowing people to purchase embroidered Falmouth300 merchandise online. <https://www.falmouthme.org/falmouth-300/shop300>
- Established a working group of like-minded community groups including the Land Trust, Library, Historical Society and Audubon to develop a year-long event series entitled “Changing Landscapes, Shifting Tides: The Story of Falmouth” an exploration of the relationships between humans and the

landscape over Falmouth's 300 year history. <https://www.falmouthme.org/falmouth-300/whats-happening/pages/changing-landscapes-shifting-tides>

- Secured poet Richard Blanco as the inaugural speaker.
- Secured a \$1000 grant from Maine Humanities Council to partially fund speakers.
- Fostered the establishment of the Falmouth Community Volunteer Cooperative, a group of local non-profits who will work together to encourage collaboration to maximize their missions, goals, and programs and to promote volunteerism and community participation among Falmouth residents. <https://www.falmouthmemoriallibrary.org/fcvc>
- Organized and held the second annual Town-wide Volunteer Fair (November 12, 2017) to encourage volunteerism across multiple town organizations and to connect organizations to each other to further networking and volunteer support for these organizations in advance of planning, organizing and hosting tercentennial events.
- Solicited business participation in conjunction with Falmouth-Cumberland Community Chamber in Donate300, a business led donation drive for local non-profits in 2018. <https://www.falmouthme.org/falmouth-300/get-involved/pages/donate300>
- Created a twelve-panel traveling exhibit entitled "The Story of Falmouth," sponsored by Leavitt and Sons Deli and launched on December 1, 2017 at Very Merry Falmouth. The exhibit will be on display throughout Falmouth in 2018. <https://www.falmouthme.org/falmouth-300/whats-happening/pages/the-story-of-falmouth-traveling-exhibit>
- Launched the 300<sup>th</sup> Anniversary with Kick-Off Fireworks sponsored by Tyler Technologies on December 1, 2017 at Very Merry Falmouth garnering attendance of between 800-1000.

### **Summary of ongoing duties, tasks, charge, etc.**

- Continue outreach efforts to engage community members, organizations, and businesses to participate in planning and implementing tercentennial events.
- Continue to recruit volunteers to plan and implement events.
- Continue planning events and activities.
- Continue to seek funding sources through grants, sponsorships and partners.
- Implement calendar of events.
- Market events.

### **Goals or a work plan for the ensuing year.**

- Plan commemorative events.
- Market events and activities.
- Recruit volunteers.
- Oversee Falmouth300 activities including Move300 Challenge, Donate300 Challenge, and My Favorite Falmouth.
- Implement signature events including Falmouth Fest and Old Home Days (May 26), Event Series (various dates throughout 2018), Waterfront Bash (June 9), Community Picnic and Street Dance (August 8), and Incorporation Day (November 12).

## **Board of Zoning Appeals**

**Members:** *(Members listed below have served on the Board for at least a portion of the 2017 calendar year)* Nathan Smith (Chair), Stan Given, Anthony DeRice, F. Jay Meyer, Jay Trickett, Nick Guerrette, Erin Mancini, Timothy Nolan, Alexander Pratt

**Staff Liaison:** Justin Brown

### **Summary**

The Board conducted 12 regular meetings.

### **Accomplishments**

The Board addressed a total of 28 separate applications in 2017 (2016 total was 29).

- 15 applications were reviewed under section 19.77 for Enlargement of Non-Conforming.
- 4 applications were reviewed under section 19.84 for Teardown/Rebuilds.
- 1 application was reviewed under section 19.124 for Request for Consideration.
- 2 applications were reviewed under section 19.54 for Home Occupations.
- 5 applications were reviewed under section 19.119 for a Miscellaneous Conditional Use.
- 1 application was reviewed under section 19.120 for a Variance request.

### **Summary of Duties**

The Board is constituted under its Ordinance. The Board meets once per month on the 4th Tuesday. The Board consists of five members and two alternates. The Board's role is to hear applications for Conditional Uses, Variances, and appeals of decisions made by the Code Enforcement Officer. 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 through made the CEO.

### **Work Plan Goals**

In 2017 the Board underwent a number of member shifts and by the end of the year the Board was fortunate enough to have a full seven members which is something that hasn't been a constant for some time. As we have a mix of members consisting of some veterans and some sitting on the Board for the first time so it is more important than ever to setup a time for a workshop with the Town Attorney to go over general etiquette and procedure as well as hopefully allow all members a chance for a "frequently asked questions" session. As always, all members are encouraged to engage in educational options outside of the workshop referenced above.

### **Budget request**

\$1500 for Workshop cost and legal work