



# Community Facilities Planning Committee

c/o Falmouth Town Hall, 271 Falmouth Road, Falmouth, ME 04105, 781-5253

## Community Facilities Planning Committee

Councilor Breen  
*Council Chair*

Councilor Armitage  
*Council Vice Chair*

Marsha Clark

Judith Currier

Phil Kaplan

Analiese Larson

Tim O'Donovan

Mark Soule

Steve Tenney

## Meeting Notes Thursday May 1, 2008

**Committee members present:** Councilor Breen, Councilor Armitage, Marsha Clark, Judith Currier, Phil Kaplan, Analiese Larson, Tim O'Donovan, Mark Soule, Steve Tenney

**Advisors/Town staff present:** Al Farris, Teresa Pierce, Lyn Sudlow, Nathan Poore, Theo Holtwijk

**Consultant present:** Allison Towne DiMatteo, Mark Gianniny

**Others present:** Matt Teare (Ocean View)

Theo started the meeting at 7:00 PM and turned it over to Cathy Breen, Chair of the Town Council.

### 1. Introductions

Cathy asked everyone to introduce themselves.

### 2. Project Overview

Cathy gave an overview how the committee evolved from its inception. Nathan discussed how the project came about and Theo mentioned the work that the original committee and staff had done to come to this point.

### 3. Committee Member Expectations for Success regarding Project Outcomes and Process

Cathy asked the group how it defined success for this project. She felt that time spent discussing our expectations would help the project in the end. She kicked it off by stating she wanted to start and end on time. She felt that if a member committed to do some work, but for one reason or another could not do, that he/she should call someone else.

Marsha appreciated this fresh set of eyes, but felt that the prior history on facilities (such as the library) should not be lost. Analiese stated she wanted a better understanding of the facilities and good public feedback. Will was looking for a recommendation on how to proceed, so a decision could be made and projects can move forward. Teresa wanted to make we prioritize needs and not reinvent the wheel. Steve was looking for a decision that could/would be implemented. Phil appreciated the committee's ability to take a step and look at things

objectively. Allison wanted to make sure that the Town ended up with the best match of resources with programs and space. The recommendations needed to also be flexible enough. Lyn wanted to see something happening on the library. Mark felt it was important to keep the history of buildings in mind. Al was concerned with the expediency of the process and felt that Plummer-Motz had good adaptive reuse potential. Nathan stated that he felt what was being done at Town hall was temporary, and that the proposals would need to keep LEED in mind.

#### **4. Defining Scope of Work**

Cathy reviewed the draft charge and scope. She added the Pleasant Hill Fire Station and a Park + Ride facility to the list. The group was wondering about the workforce housing piece. That pertains not to the current Woods Road site (on which the workforce commission is working), but exploring potential at the elementary schools buildings. The food pantry by the West Falmouth Baptist Church was mentioned. They currently use a 12 by 14 feet space. The park and ride facility was clarified. This is not meant to be the one associated with MDOT's Bucknam Road Interchange project (which is a long way off), but more exploring something along the Route One Flyer route, near Wal-Mart.

The group asked if a decision to close the Pleasant Hill Fire Station had been made. The answer is no, but that the building and site needed repairs and that emergencies in that part of town were covered more quickly by Portland. It was recognized that it was a landmark building with history and that the group may not be interested in it for municipal use.

The group asked about the Ocean View proposal that was distributed. Matt Teare said he represented Ocean View, but that that proposal was several years old and not active. He stated that Ocean View was an abutter of the school property and was interested in that.

Nathan stated that the Town of Cumberland may also be interested to do something jointly with the Town on community programs. The warming hut property was mentioned as was the Rotary Club proposal. The Historical Society may also have space needs. Its current space is a museum house and does not serve as office or archival space. The Maze Craze playground was mentioned. This facility, although considered valuable, is currently closed due to safety/maintenance issues.

#### **5. Laying out a Road Map**

The group discussed what its output could be and reviewed the draft two rounds of scope of work prepared by Oak Point. Allison explained that the work was initially laid out in a linear fashion, but was changed to be more iterative. The group agreed it needed to have cost be part of the equation. It recognized that other aspects need to come into play as well, such as historic location (such as Town Hall) and energy considerations. The group realized that there were many possibilities and that it needed to hone in on what was most important.

#### **6. Next Steps**

As a next step the group agreed it needed to have a better handled on the current facilities and programmatic needs. After some discussion it agreed to conduct three meetings/tours. One on Town Hall and community programs. Another on the library. A third on the school facilities. There was some discussion if, and how, the smaller facilities and needs should be incorporated, such as the food pantry, the fire station, and the historical society. It was argued that the group needed to keep its eye first on the bigger pieces of the puzzle, before delving into the smaller ones. The Town Hall meeting was set for May 15 at 5:00 PM. The school meeting was set for

May 21 at 6 PM (meet in the front lobby of Plummer-Motz). Lyn will explore available library dates. After these meetings some basic data on the facilities and programmatic needs could then be pulled together by Oak Point, so the committee would have an overview.

Committee members asked if they could read anything prior to the next meeting. The response was, with exception of the library, that there was little written documentation.

### **7. Committee Housekeeping**

Cathy mentioned that she wanted the group to start thinking about how this facility/program information could be best conveyed to the public. She also stated that the committee was obliged to follow the Town's e-mail policy, and that no electronic discussions could be had by more than 2 committee members at a time. Third, she mentioned that bringing food to meetings helped. Nathan offered to provide some food for the May 15<sup>th</sup> meeting.

### **8. Other Business**

There was no other business.

### **9. Next Meeting**

Next meeting is May 15<sup>th</sup> at 5:00 PM in Town Hall (unless the library meeting is sooner). The meeting was adjourned at 8:56 PM.

Meeting notes prepared by Theo Holtwijk, May 6, 2008