



Community Facilities Planning Committee

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

Community Facilities Planning Committee

Meeting Notes Thursday, December 4, 2008

Councilor Breen
Committee Chair

Councilor Pierce

Marsha Clark

Judith Currier

Phil Kaplan

Analiese Larson

Tim O'Donovan

Mark Soule

Steve Tenney

Staff

Lucky D'Ascanio

Albert Farris

Theo Holtwijk

Nathan Poore

Lyn Sudlow

Consultant

Oak Point Associates

Committee members present: Councilor Breen, Councilor Pierce, Judith Currier, Mark Soule, Analiese Larson, Steve Tenney, Marsha Clark, Phil Kaplan

Advisors/Town staff present: Lucky D'Ascanio, Al Farris, Nathan Poore, Theo Holtwijk

The meeting began around 7:00 PM.

Review and Approval of Meeting Notes of November 6, 2008

The minutes of the November 6th meeting were approved as written.

Review of Community Outreach Schedule

Theo reported that Tim could not be at the meeting, but that he volunteered to participate in the FEDC presentation, as well as any other where someone would like some assistance.

The reported too that he had some communication with the Town Manager and Fire Chief, regarding a presentation to the Pleasant Hill Fire Association.

The group then went through the outreach to see what presentations had been scheduled thus far. About 10 presentations had been scheduled. Theo will prepare an updated outreach list.

Theo mentioned that he heard from others how impressed they were with the outreach efforts of the Committee thus far.

Review of Draft Outreach Materials

The group discussed the large presentation map that had been prepared by Ethan Croce. The end result was that Phil will work with Theo to finalize the map. Changes to be incorporated include a Town-wide inset map that shows the outline of the larger map as well as the five sites with letter ID's. The pictures will be lined up at the bottom or to

the side so they do not cover any important map info. The addresses will be deleted.

The group then discussed the 4-page outreach handout. Various text edits and stylistic changes were made. It was agreed that Lyn and Marsha should approve of any final text pertaining to the library and that Theo should work with Nathan on the final Town Hall text. Only existing facilities will be discussed in the Facility Facts section. The registration “deadline” was moved to March 5th. Lucky will arrange for an on-line registration opportunity through ActiveNet.

Theo will work to incorporate all the changes and will send out a new draft along with a date for anyone to respond with comments. If there are edit decisions to be made, he will consult with Cathy on an as-needed basis.

Dry Run of Outreach Presentation Teresa volunteered to do a dry run of the presentation, so all could get a feel as to how things flowed. Teresa stressed that this was the one event that residents should consider attending in their busy lives. It was agreed that the presentation could be quite short. The timing of when to distribute the handout was discussed. The group favored doing this at the end of the presentation, so people would not be distracted.

Discussion on March '09 Community Event The date for the community event is March 12th. Theo reported that the Plummer-Motz Gym had been reserved as well as the entire Motz wing, so classrooms could be used for break-out sessions. The Gym could hold about 150 people.

The group agreed that it needed to decide what is going to happen at that time. It felt that an outside facilitator was desirable. Two proposals had been received, one from CBI and one from ICL. The group felt that for this limited scope a local choice would make the most sense budget-wise, and that ICL should be approached. The group also felt that it was important to have Rob Tillotson from Oak Point be involved in the preparation for this event, and potentially would have a speaking role. The Committee felt that Oak Point staff should act as listeners just as much as the Committee would.

The committee agreed that a subcommittee consisting of Cathy, Analiese, Mark, Nathan, and Theo would work with the ICL representative and Rob Tillotson in December to prepare a suggested plan for the March event. The Committee would review and comment on that at its January meeting and plans would be finalized at the February meeting.

The Committee expressed an interest to have the event televised. Certain segments, except for the break-out, could probably be recorded. Theo will check with Mike to see if he is available on March 12th.

Next meeting The Committee's next meeting will be on January 8th. The meeting after that will be on February 5th.

The meeting was adjourned at 8:52 PM.

Draft meeting notes by Theo Holtwijk, December 10, 2008