



Community Facilities Planning Committee

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

Community Facilities Planning Committee

Meeting Notes Thursday, January 8, 2009

Councilor Breen
Committee Chair

Councilor Pierce

Marsha Clark

Judith Currier

Phil Kaplan

Analiесе Larson

Tim O'Donovan

Mark Soule

Steve Tenney

Staff

Lucky D'Ascanio

Albert Farris

Theo Holtwijk

Nathan Poore

Lyn Sudlow

Consultant

Institute for Civic
Leadership

Oak Point Associates

Committee members present: Councilor Breen, Councilor Pierce, Judith Currier, Mark Soule, Analiесе Larson, Steve Tenney, Marsha Clark, Tim O'Donovan

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

The meeting began around 7:00 PM.

Discussion of Forecaster Article

The group discussed the Forecaster reported on the group's presentation at the Planning Board ("Board cool to panel's vision for schools"). Cathy plans to write a letter to the editor. The sense was that the article was an opportunity to get more people to come to the March 12th event.

Marsha suggested that written invitations be sent to people who abut facilities/properties that are being discussed, so they are aware of what is going on and can participate.

Review and Approval of Meeting Notes of December 4, 2008

The notes of the December 4th meeting were approved as written.

Review of Community Outreach Efforts

Cathy went around the table to see how the outreach efforts have gone thus far.

Nathan discussed the present budget and the possible implications for the Pleasant Hill Fire Station. He emphasized that if the station were to be closed in the near future that the committee still needed to make a plan for what should happen with the building. There will be a meeting with the Falmouth Fire Department that is separate from a meeting with the Pleasant Hill Fire Association.

Some members reported on locations where they hung posters announcing the March 12 event. If e-mail lists can be obtained from any group, those can be used for a reminder e-mail by the Town. The status of the Falmouth Shopping Charrette was discussed. That event is currently on hold. Theo suggested that an FAQ (Frequently Asked Questions) outline be prepared to address the typical questions that committee members have been experiencing.

Discussion of March 12th Community Event

Theo reported that a small group had met on January 7th to discuss the March 12th event and that his assignment was to prepare a draft outline for that. Just prior to the meeting he was unable to print this draft and lost its entire content. He reported verbally what the subcommittee had come up with regarding a time line, audience participation questions, and possibly using new technology called key pad voting.

He mentioned the components of an introduction, and then having small group discussions on a central, free-flowing questions aimed to get all people talking. Then round two could involve individual, anonymous response using key pad technology. He handed out a information sheet and article about this technology and explained how it generally worked. He then mentioned a series of questions that could be asked. He explained that Judy Colby-George, a Falmouth consultant, had used this in two other instances (Topsham and Standish).

The group asked questions and made suggestions. One suggestion was to have a break during the key pad session and do reporting out of the small group discussions. That time could then be used to obtain and key in questions from audience members that could be asked of the whole group. Another suggestion was to include give-away gifts. The logistics of the technology were explored a bit. The group felt that having a plan B ready (such as written surveys), in case the technology failed was important.

The group liked the approach presented and Theo will next contact Judy to see how she could be helpful, how much it would cost, etc. Regarding the questions to be asked, the reason for doing this project was emphasized. Although the schools are getting a lot of attention, the needs of Town Hall and the Library should not be forgotten.

The event subcommittee will get together again to work on the details. That group will then come back with a more finalized program and list of survey questions for the committee's review at its next meeting.

Outreach report

In the meantime, Steve Tenney had joined the group and reported on the presentation he had just conducted with the Falmouth Congregational Church.

Next meeting

The Committee's next meeting will be on February 5th. The committee also scheduled a meeting for March 5th to address any last minute issues associated with the March 12th event and to do a dry run of the facilitator roles by committee members.

The meeting was adjourned at 8:55 PM.

Draft meeting notes by Theo Holtwijk, January 12, 2008