



# Community Facilities Planning Committee

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

## Community Facilities Planning Committee

## Meeting Notes Thursday, February 5, 2009

Councilor Breen  
*Committee Chair*

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

Councilor Pierce

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

Marsha Clark

The meeting began around 7:00 PM. Theo explained that Councilor Breen had an emergency and could not attend. Mark Soule offered to chair the meeting.

Judith Currier

Phil Kaplan

### **Review and Approval of Meeting Notes of January 8, 2008**

The notes of the January 8th meeting were approved as written.

Analiese Larson

Tim O'Donovan

### **Community Outreach Presentation Updates**

Each committee member reported on the presentations that he or she had made.

Mark Soule

Steve Tenney

### **Staff**

Analiese read an e-mail message from Paul Rosenblum, a 4<sup>th</sup> grade teacher, who along with other teachers felt that the outreach efforts to that grade was "a well-intended idea that overreaches."

Lucky D'Ascanio

There was discussion to provide an invitation to all grades through the Principal Notes. Lucky will take care of that through her Community Programs column.

Albert Farris

Theo Holtwijk

Nathan Poore

The group also discussed how best to handle continued questions about costs, an aspect of the project that the committee has not tackled yet. Marsha felt that some people would be unable to answer the opinion questions without a sense of cost.

Lyn Sudlow

### **Consultant**

### **Discussion of Draft Program for March 12th Community Event**

The group then reviewed the schedule for the March 12<sup>th</sup> program. Some wondered why there were not more committee members speaking. The fear was that the project might be perceived as driven by consultants. The role of the facilitator was discussed. It was felt that such was needed for a consistent voice, and for making sure the program stayed on task and on time. No changes to the schedule were made.

Institute for Civic Leadership

Oak Point Associates

The committee then made comments about the survey questions. Mark felt that there was too much emphasis on Plummer-Motz, and not enough on other Town facilities, or on the communities facility needs in general. Upon discussion, the committee decided to add a general facility needs section and reorder the questions about the specific sites as follows: Pleasant Hill Fire Station; Town Hall; Falmouth Memorial Library; and Plummer-Motz.

Various other changes to the questions were made.

### **Discuss Other Tasks for March 12<sup>th</sup> Event**

Theo reported that the registration for the event to date was quite low and that personal reminders by committee members would be extremely valuable. A reminder e-mail message, with link to the website handout, will be crafted and distributed as widely as possible.

Theo also reported that he had addresses of about 85 abutters and near abutters to all the facilities in play. The committee recommended to send them the handout and a cover letter.

The committee discussed making the keypad survey available to people who cannot attend the March 12<sup>th</sup> event or not. The decision was to do this, but only after the event has happened, and to set a deadline for replies. There was also a suggestion to require an extra step for people – contacting Theo, for instance - to get to the website. The use of survey monkey will be explored.

The committee also felt that the handout cover would make a good ad for The Forecaster. Mark Soule will contact Peggy Roberts for an advance for the event.

### **Other Business**

Nathan reported that on the coming Monday night he expected that the Council may set a date for a public hearing regarding the Pleasant Hill Fire Station.

Teresa reported that the Town is currently looking for volunteers to serve on LPAC+, a committee that will work on updating the Town's Comprehensive Plan. She also mentioned the Open House that the Green Ribbon Commission has organized for Saturday.

### **Next meeting**

The Committee's next meeting will be on March 5th. This will be an important meeting with a dry run of the key pad survey, which will be the Committee's chance to respond to the questions. It will also be an opportunity to review the facilitator role that Committee members will play and address any last minute issues associated with the March 12<sup>th</sup> event.

The meeting was adjourned at 8:48 PM.

Draft meeting notes by Theo Holtwijk, February 10, 2008