

**Town of Falmouth**  
**Town Council Orientation Workshop**  
**Date TBD (11:00 AM to 2:00 PM – Large Conference Room)**

We have attached a CD which includes information associated with agenda items. The files in the CD follow the same format and order as this agenda. Please e-mail Amy Lamontagne ([alamontagne@town.falmouth.me.us](mailto:alamontagne@town.falmouth.me.us)) if you would like a hard copy of any electronic files. Please make sure you identify the agenda item and file name with all requests. Requests for hard copies should be submitted by July 3 because of the time it will take to print some of the larger documents.

**11:00 AM**

1. Welcome and introduction from Council Chair \_\_\_\_\_ and Nathan Poore, Town Manager
2. Distribution of several significant policy documents, reports, and ordinances along with a brief discussion

Document distribution list:

A. Organization

- i. Charter
- ii. Council Rules
- iii. Code of Ordinances
- iv. Council sub-committees descriptions (Finance, Personnel & Appointments, CDC, and Ordinance). This item will be continued at the Council Retreat.
- v. Board contact information.
- vi. Roles of volunteer committees (CPAC, Conservations Commission, Planning Board, ZBA, and others).
- vii. Municipal and School Employee contact information.
- viii. Roberts Rules of Order (only available by hard copy)

B. Finance

- i. Comprehensive Annual Financial Report
- ii. FY 2008 Operating and Capital Budget
- iii. Purchasing Policy
- iv. Most recent bond rating
- v. Fund balance policy

### C. Land Use Planning

- i. Zoning and Site Plan Review Ordinances
- ii. Subdivision Ordinance
- iii. Planning Reports (*Comp Plan, Falmouth Corners, Greening of Falmouth, Route 1/Village, Bicycle and Pedestrian Plan, and Compact Development*) *Note: There are no formal reports on the Woodville Neighborhood and Pleasant Hill Neighborhood Studies.*
- iv. CBI report
- v. Design Guidelines

### D. Partner Organizations – for more information, please visit their individual websites

- i. ECO Maine <http://www.ecomaine.org/>
- ii. PACTS <http://www.pactsplan.org/>
- iii. GPCOG <http://www.gpcog.org/home/index.php>
- iv. Maine Municipal Association (MMA) – [Elected Officials Workshop, Legislative Policy Committee (LPC), Legal Services, Elected Officials Manual] <http://www.memun.org>
- v. Municipal Oversight Committee (MOC) (Please see Cumberland County website)
- vi. International City/County Management Association (Code of Ethics) <http://www.icma.org/main/sc.asp?t=0>
- vii. PROP <http://www.propeople.org/>
- viii. Cumberland County <http://www.cumberlandcounty.org/>
- ix. METRO <http://www.gpmetrobus.com/>
- x. Local legislative representatives and State senator contact information. <http://janus.state.me.us/legis/>

## 3. Town Council Appointments

- A. Boards, Committees, and Commissions (see contact information in 2.A.v.)
- B. Election Clerks and Wardens
- C. Shellfish Warden (no attachment)
- D. Town Manager (no attachment)
- E. Assessor (no attachment)
- F. Town Attorney (no attachment)

## **12:30 pm – Lunch Meeting with Department Heads (Agenda Items 4 through 7)**

### 4. Council Meetings and Town Manager Communication (no attachments for this agenda item)

- A. Workshop and meeting agendas (how to add an agenda item, introduce an ordinance or amendment, and when the agenda is final and posted).
- B. E-Agendas (format and distribution)
- C. Town Manager weekly communications

**5. Department Operations and Current Projects**

- A. Finance
- B. Planning
- C. Code Enforcement
- D. Assessing
- E. Town Clerk
- F. Police
- G. Fire/EMS
- H. Public Works
- I. Wastewater Collection and Treatment
- J. Community Programs
- K. IT

**6. Right to Know - public information/records and executive sessions (Supporting information is provided in the Maine Municipal Association Elected Officials Manual.)**

**7. Maine Municipal Association Elected Officials Manual (hard copy is attached)**

**8. General Discussion**

**9. Adjourn.**