

Falmouth Town Council Work Plan Fiscal Year 2009-10

Theme: Build, maintain and lead an organization that serves the diverse needs of our present and future generations.

- **Criteria for Evaluating:** Clarity, Efficiency (focus on high impact - high risk), Resolution (we know what is next when there will be closure)
- **Work planning avoids:** Ill-preparedness, midnight madness and groggy decision-making, lots of unfinished business without a way to manage in interim

Category/Task	Who	Other Input	Status	Due Date
1. General Government				
a. Workshop for committee and board chairs to offer training on how to run effective and efficient meetings.	Appointments Committee	Committee Chairs and Asst Town Manager		01/10
b. Develop standards for committee member removal process (research other practices and policies of other communities)	Appointments Committee	Legal and Asst Town Manager		10/09
c. Review status of Open Space Sub-Committee to the Conservation Commission and whether it should be a full standing committee (including changes to the Code of Ordinances).	Appointments Committee	Legal and Manager		10/09
d. Review and discussion about the role of municipal government and services within the Town of Falmouth. Special workshop discussion to include municipal services, regulations and governance.	Town Council	Town Manager		11/09
e. State legislative impact – develop strategy for how the Town Council will take positions on State legislation. - Meeting with State representatives and MMA LPC representative prior, during and after legislative sessions.	Tony Payne, Cathy Breen	Town Manager		10/09
f. Review and determine Town Council position on excise tax referendum question.	Finance Committee			09/09
2. Special Projects				
a. Continue pursuing options for workforce housing - establish clear policies from the Town Council and goals for staff and the Commission.	Council and Workforce Housing Committee	Staff		10/09
b. Use Community Facilities ad hoc Committee to review future needs and the use of buildings: <ul style="list-style-type: none"> • Review conceptual design options; operating costs; funding; and energy efficiency options • Recommend options for voter approval and timeline 	Communities Facilities Committee	Staff		2010
c. Analyze and develop implementation plans for consolidation options within the Town of Falmouth municipal and education departments.	One Falmouth Committee	School Leaders and Manager	Ongoing	2009/2010
d. Maintain proactive relationship with Metro operations and monitor current routes and operations. Establish clear measurable performance standards for future expectations.	Metro Mass Transit ad hoc Committee	Manager and Asst Manager	Ongoing	2009/2010

e. Monitor and provide guidance on transportation planning; capital planning; PACTS Study; and public processes <ul style="list-style-type: none"> Amend the Bicycle and Pedestrian Plan sections re best management practices for curb style and linking sidewalks on Route One. Monitor and guide transportation planning. 	Council and Staff		Incorporate into transportation plan and VueWorks project	2010
f. Harbor Master Planning – Town Council to take action on the master plan.	Harbor Committee Town Council	Staff		01/10
g. Former Brown property - future use of the property. Public charrette	Town Council Harbor Committee	Staff		10/09
h. Green Ribbon Commission – Town Council to take action on report/recommendations submitted by the Green Ribbon Commission - Town Council workshop	Town Council and Green Ribbon Commission			09/09
i. Investigate options to use text messaging system with the general public to disseminate information during emergencies.		Staff		10/09
j. Investigate options to use email communications with the general public for non-emergency announcements/notices.		Staff		10/09
k. Rewrite wastewater collection and sewer treatment ordinances	Ordinance Committee	Staff		2009
3. Long Range Planning Projects				
a. Complete evaluation of the Route One study and adopt appropriate new provisions.	CDC	Planning Staff	CDC has agreed to move project forward.	11/09
b. Start the Comprehensive Planning process. First priorities should include: compact development (growth areas); TDR (non-growth areas); overall visions; specific vision areas such as Rt. 100; transportation planning; and economic development. (Possible implementation of ordinances and policies regarding these priorities prior to Comprehensive Plan adoption)	LPAC +	Planning Staff		2009
c. Implement Greening of Falmouth (Special attention to: acquisition; forestry management and River Point)	Council, Open Space Committee and Ombudsman	Staff		On going
d. Update storm water best management practices to protect marine resources. (Include shoreline erosion control awareness)	Conservation Commission	Staff		2010
e. Street Acceptance and Connectivity Policy – Council directed Ordinance committee to review and recommend changes to the current ordinance and develop a policy on connectivity.	Ordinance Committee	Staff	Ordinance and policy completed by staff	2009
4. Zoning - Administrative Updates				
a. Comprehensive update (including housekeeping) of the land use ordinances that will not contradict ongoing comprehensive planning effort.	Staff	Staff	Not started	06/11

b. CBI - I. pg. 27: Take action to make peer-review process more predictable (may require ordinance amendments)	Planning Board and staff	Town Manager and Planning Staff	Objective met. Needs to be promulgated. Expect to formalize by the end of the year, will require ordinance amendment.	06/11
c. CBI - K. pg. 29: Give approval authorities to Community Development Department for certain permits and processes	Planning Board	Staff		01/10
d. CBI - L. pg. 30: Create “Navigating the Process” manual for applicants	Staff	Town Manager, Planning Staff, and other Depts.	Staff recommends postponing this project until we complete a substantial overhaul of the ordinances. At this point the creation of a manual under the current process would be time better spent assisting applicants directly.	06/11
e. CBI – E pg. 18 – Annual planning and land use workshop to be held after elections each year	CDC	Staff	Ongoing	On-going
f. Natural resources project - work with consultant team to identify objectives and eventually amend ordinances as necessary.	Council and CDC	Planning Staff	LPAC has completed project and will deliver to CDC in Aug/Sept	11/09
g. Monitor elementary school permitting and construction (Attention to public infrastructure – sidewalks, intersections, and roads).	Liaison and Council	Staff - Finance, Comm Dev, and Town Manager		10/11
5. Economic Development				
a. Develop an inventory of areas suitable for commercial development and properties that are “for sale”. Also develop a resource guide for economic development tools and assistance that is available for prospective businesses and expansions.		Staff	On going	12/09
b. Partner through the Metro Coalition (SMEDD and GPCOG) in an effort to promote economic development in the Greater Portland Region and in Falmouth’s business districts.	Council	Staff	Ongoing	2010