

**Annual Report of Boards and Committees of
The Town of Falmouth**

2008

March 23, 2009

Board of Assessment Review

This five member board is responsible for hearing property assessment appeals denied by the Assessor. Current members are: Lois Lengyel, who has served for six years, and recently appointed members Richard Olsen, Timothy O'Donovan and Michael O'Connor. There is no Chair at this time as the Board of Assessment Review's last hearing was held in 2005 for a 2004 appeal.

The annual appeals process is as follows:

- **Taxpayers have 185 days after the Commitment date to file an abatement appeal with the assessor.** The 2008 (fy08/09) Commitment date is September 29, 2008, so the deadline to file an appeal is April 2, 2009.
- **The Assessor has 60 days to respond in writing.** If the Assessor does not respond, the appeal is deemed to be denied.
- **The taxpayer has 60 days from the date of the Assessor's denial to appeal to the Board of Assessment Review.**
- **The Board of Assessment Review has 60 days from the date the appeal is received to convene a hearing.** Should the Board fail to hear an appeal within 60 days, it is automatically denied unless the taxpayer grants the Board an extension of time.

Currently, eight property owners have filed abatement applications and four applications have been denied. If the denied parties appeal to the Board, the earliest the Board would have to meet would be mid-March. An additional 12+ may file appeals before the April 2 deadline.

Cable Television Committee

The Committee provides citizens with television coverage of civic and public events, including Town Council meetings, School Board meetings, various school activities and programs, and other special programming. All of this is provided over the Town's local access television channel. Committee members are: Chair Kathleen Parr, John Kraljic, Jane Manheimer and Bonita Marchetti.

2008 Accomplishments

- Relocated and constructed a new cable TV and video editing room. This required re-directing miles of audio and video cable that once ran to the old cable room. The majority of the additional camera and video editing equipment installation was done by the cable TV manager, which saved the town money because an outside vendor was not needed.
- Broadcasted over 50 meetings and special events throughout the calendar year. The meetings consisted of Town Council, School Board, Planning Board, Zoning Board of Appeals, political debates and special meetings about School Consolidation and Vernal Pools. All meetings are archived to DVD for town records and for dubbing purposes so the public can have access to them.
- Researched and installed software that allowed the cable TV manager to import TV programs directly from DVD, instead of having to ingest them in real time. This saves at least 6 hours a week rather than manually ingesting the programs. For example, a thirty minute program can be imported in 10 minutes.
- The cable TV manager has set up a FTP connection with the Maine Community Television server which enables the direct download of statewide programs. When new programs become available, they can be downloaded instantly to place in our cable TV schedule.
- A new digital audio recorder was purchased to replace the old cassette recorder used to record meetings. It was used to record all charter review commission meetings and numerous other meetings. The files are then burned to a CD for archive purposes and also given to the secretary of the meeting so she/he can accurately transcribe the minutes.
- The Channel 2 schedule is now available on the town website and is automatically updated when changes are made.
- We are working to get a LIVE video feed from the high school to the town hall cable TV room, so events like live concerts or plays can be broadcast directly to Channel 2.

2009 Goals

- Begin web streaming of the town's Cable TV channel 2 and offer On Demand videos on the town's website. The On Demand content will include meetings that were previously broadcast

on Channel 2, such as Council, Planning Board and School Board Meetings. These meetings will be indexed for quick retrieval and viewing.

- Update the Inventory of the new equipment purchased.
- Complete several videos for web and cable TV distribution.
- Prepare for new contract negotiations with Time Warner. Our current contract ends in January 2010.

We are requesting \$4000 to cover operating budget for training, supplies, and programming development.

Community Facilities Planning Committee

The Town Council has determined that it is in the best interest of the Town to develop a short and long-range plan for several pre-determined community facility needs, such as Library expansion, renovation or relocation; Town Office renovation or relocation; Community programs and multigenerational community center; Workforce housing; and Falmouth Food Pantry. Site location options for these sites include Lunt and Plummer-Motz elementary schools. The members of the Community Facilities Planning Committee are: Chair Cathy Breen, Teresa Pierce, Marsha Clark, Steven Tenney, Mark Soule, Phil Kaplan, Tim O'Donovan, Analiese Larson and Judith Currier. The Committee is charged with the following duties:

- Study the needs and facilities listed above;
- Make a recommendation to the Council regarding how community needs may best be prioritized and met within existing and potentially new facilities
- Advise the Council regarding costs and financing options to fund the recommendations;
- Advise the Council on hiring any outside professionals to provide technical or other expertise the Committee deems useful; and
- Participate in public forums, surveys and outreach regarding the Committee's study and recommendations.

2008 Accomplishments

- In 2008, the Committee met nine (9) times
- Evaluated committee charge
- Conducted tours of facilities (Town Hall, Falmouth Memorial Library, Lunt School, Plummer/Motz School) and Gorham Municipal Center
- Completed space assessment of facilities
- Considered potential facility options
- Developed a community outreach program involving over 40 community groups
- Began to schedule presentations with community groups
- Prepared outreach materials and maps
- Selected professional facilitator for a March 12 community event

Ongoing Accomplishments

- Community outreach presentations to 40+ groups is underway
- March 12 Community Event will explore best options

Goals for 2009

- Winter 2009: Complete round one community outreach
- Winter 2009: Confirm committee charge with the Town Council
- Winter 2009: Conduct Community Event (March 12)
- Spring 2009: Develop conceptual design options and costs (= Council Objective E, Action 5a)
- Spring 2009: Conduct round two community outreach
- Summer-Fall 2009: Complete recommendations for options and timeline (= Council Objective E, Action 5b)

Conservation Commission

Work undertaken by the Falmouth Conservation Commission in 2008 focused on bringing in speakers to educate interested citizens and committee members and participation in community events. Conservation Commission members are: Chair Lissa Robinson, Mel Dickenson, Frank Ruch, Caleb Hemphill, Sean Mahoney and Christopher Kittredge. The following highlights the committee's activities in 2008

Falmouth Conservation Commission Updates

- Fielded questions from other towns and organizations regarding vernal pools.
- Contributed to preliminary discussions with Town Council and others regarding the formation of a Town energy committee.
- Participated in Natural Resource Review project led by LPAC.
- Attended activities related to vernal pool monitoring project at several Falmouth locations.
- Participated in Open Space Committee activities.
- Attended Town Chairs meetings to discuss governance.
- Conducted discussions regarding Outdoor Wood Boilers and, with the help of staff, developed recommendations for ordinance language.
- Set up a booth and attended Falmouth Green Expo.
- Gained new member, Sean Mahoney.
- Fielded questions from other towns and organizations regarding Invasive plant species.

2008 Presentations (hosted by FCC)

The FCC brought in several speakers in 2008 to provide presentations on key topics. These meetings were open to the public.

Contaminants in Maine's Birds with Wing Goodale

Wing Goodale of Falmouth presented the preliminary findings from a report on contaminants in Maine birds that he prepared on behalf of the Biodiversity Research Institute in Gorham. The research sought to determine if manmade contaminants were present and accumulating in bird species.

Invasives with Bob Bittenbender

Bob Bittenbender of the Maine Audubon discussed ecological threats posed by invasives and how to distinguish between noninvasive alien plants and invasives. He presented information on how he has managed invasive plants for his work at Gilsland Farm in Falmouth and other Maine Audubon properties.

Yardscaping with Pat Ianni

Pat Ianni provided the FCC with a presentation to share new perspectives on the relationship between lawn and garden practices and the water quality of Casco Bay. This presentation prompted the Conservation Commission to develop a page on yardscaping on the Town website.

Community Wind Development with David Critchfield

David Critchfield of Emsource described his work assisting municipalities in the preparation of grant applications for the installation of wind monitoring equipment. Through Efficiency Maine, the Maine Public Utilities Commission developed a grant program to help Maine-based schools, communities, non-profits and businesses assess the economic viability of proposed windmill sites. Mr. Critchfield

explained that the program has particular appeal to municipalities who want to explore alternative property uses at, for example, closed landfills.

Watershed Survey, Piscataqua River, with Fred Dillon

Fred Dillon of FB Environmental Consulting gave a presentation on the Watershed Survey work performed on the Piscataqua River and tributaries. The project was conducted under a 319 Grant in partnership with the DEP, EPA, Cumberland County Soil and Water District, and Presumpscot Riverwatch.

Falmouth Conservation Commission Members participated and attended the following events:

Vernal Pool Event

On April 30, 2008, Sally Stockwell of Maine Audubon and Caleb Hemphill of Falmouth conducted a vernal pool mapping, monitoring and protection seminar at the Maine Audubon Society headquarters at Gilsland Farm. This event included a field visit to a vernal pool in Falmouth. The event was sponsored by the Maine Association of Conservation Commissions.

Quality of Place

Dick Barringer gave a presentation in Yarmouth summarizing the first report of the Governor's Council on Maine's Quality of Place. This report followed up on recommendations identified in the Brookings Institution report conducted by GrowSmart Maine. This event was sponsored by the Maine Association of Conservation Commissions.

Green Expo

FCC members developed and manned a Falmouth Conservation Commission booth and attended the Falmouth Green Expo hosted by the Falmouth Open Space Committee.

Liaisons

FCC members are active liaisons on the following Town committees, community initiatives, and state conservation boards:

Falmouth Trails Advisory Committee

Falmouth Conservation Corps

Tidewater Conservation Foundation

Falmouth Land Trust

Open Space

Green Ribbon Commission on Energy and Climate Change

Falmouth Long-range Planning Advisory Committee

Maine Association of Conservation Commissions

Budget Request -- The Conservation Commission is requesting \$500 to cover expenses such as providing refreshments at workshops the Commission plans on conducting in 2009.

Falmouth Trails Advisory Committee Report

| Task | Who | Status | Date completed | Town Workplan |
|---|------------------------------|------------|----------------|---------------|
| 1. Significant Accomplishments, completed tasks, unfinished projects | | | | |
| A. Operating | | | | |
| i. Develop 5 and 10 year long range goals | All | unfinished | | |
| ii. Communicate with planning to insert and FTAC step during early stage of subdivision planning by developer | Walker | unfinished | | |
| B. Projects | | | | |
| i. Design and cut River Point trails | Walker, Hemphill, FCC | done | June | F |
| ii. Map connection between Community Park and Town Forest | | done | September | |
| iii. Presumpscot Estuary trail | FTAC, PT | unfinished | | F |
| iv. Map Hadlock trails | Walker, Walker, Fogg, Parker | unfinished | | F |
| v. Map Lalumiere | (PT) | done | June | F |
| vi. Community Park trail map Signs | FTAC | unfinished | | F |
| vii. Online Maps | | | | F |
| a. Town site | Walker | unfinished | | |
| b. set up falmouthtrails.org site | Walker | done | September | |
| c. create online google maps | | | | |
| i) Falmouth Nature Preserve | Walker | done | September | |
| ii) Blackstrap Hill Preserve | Walker | done | September | |
| iii) Community Park | Walker, FCC | done | September | |
| C. Education/Outreach | | | | |
| i. Design logo | FTAC | unfinished | | |
| ii. Create trail guide | FTAC | done | October | |
| iii. School education - met with Angie Clark and Jeannie Coppinger about using trails in a service learning class | Walker | | September | |
| iv. Green Expo powerpoint presentation | Robinson, Walker | done | October | F |
| 2. Ongoing tasks (see 2009 workplan) | | | | |
| 3. 2009 Workplan | | | | |
| B. Projects | | | | |
| i. Design and cut loop trail on Wilshore parcel | | | | F |

| | | |
|--|----------------|---|
| ii. Design connector trail from Community Park to Town Forest | | F |
| iii. Design connector trail from River Point, through Adam and McCrann to Community Park | | F |
| iv. Map Hadlock trails | | F |
| v. Initial mapping of NW trails | | F |
| vi. Complete online maps of trails | Walker | F |
| vii. Map sign posts | | F |
| a. Community Park | Hemphill | |
| b. River Point | Hemphill | |
| C. Education/outreach | | |
| i. Design logo | Browne | |
| ii. Create trail booklet | Walker, Shafto | F |
| iii. Public walk on National Trails Day | Scala | F |
| iv. Develop Town FTAC site | Robinson | |
| 4. Budget | | |
| B. Projects | | |

\$400 for (20 @ 20 each) signposts for Community Park/River Point, estimate based on prototype made by Hemphill

Green Ribbon Commission Report



The Falmouth Green Ribbon Commission on Climate Change and Energy Efficiency is an Ad Hoc committee created to recommend to the Town Council how the town can meet its pledge under the US Mayor's Climate Change Protection Agreement www.usmayors.org/climateprotection/agreement.htm. The Council gave the Commission one year to present its report and recommendations, and charged it to interpret its mission broadly.

The members were appointed in June 2008. The Commission's Emissions Inventory workgroup completed an Emissions Inventory of the greater community using software provided by ICLEI, a non-profit group assisting communities in understanding and reducing their impact on climate change. The group also split into work groups (Energy, Transportation and Land Use, Waste and Recycling, Communications and Outreach) to research their topics and brainstorm on recommendations. It has looked at climate action plans from many other communities; participated in the Green Expo held at the High School in October 2008; and members have attended various programs and forums on climate change and energy efficiency. Outreach has been made to Cumberland's climate change committee and Yarmouth's energy efficiency committee, although more needs to be done in terms of reaching out and working with our neighboring communities.

The Commission is nearing completion of its report and recommendations and expects to present it to the Council in the spring of 2009.

The Commission would like to extend its appreciation to Barbara DiBiase, the town's staff member assigned to assist the committee, and Councilor Teresa Pierce, our council liaison, for their time and efforts.

We have adopted fiscal restraint as our mantra; all refreshments at meetings have been provided at no charge by committee members or local business. The Commission may seek funding for printing written copies of the report, or we may recommend that it only be available on line to minimize expense and conserve resources.

Respectfully submitted,

Ann Goggin
Chair

Harbor/Waterfront Committee Report

The Committee works with the Harbormaster to develop and present recommendations to the Council on the orderly use of the coastline, anchorage, moorings, and related town-owned property. The Committee consists of 7 members appointed by the Town Council, for 3 year terms. The Harbormaster serves as a 6th, non-voting member. Committee members are: Chair Stephen Archambault, Richard Garrett, Pete Leavitt, Bill Oliver, Jay Hallett, Emmanuel Kourinos and Paul Dobbins.

2008 Accomplishments

- Consultant's review completed and presented to council
- Development of long range plan / timeline
- Review of Coastal Waters Ordinance with recommended changes
- Transition to new harbormaster

Summary of Ongoing Duties

- Monthly meetings
- Implementing long range plan / timeline (review as needed)
- Review Coastal Waters Ordinance and suggest changes as needed

Goals for 2009

- Review progress of long range plan / timeline
- Increase number of municipal dinghies
- Annual informational meeting with mooring holders (first meeting Mon. Feb 2

Budget request

We would like \$4800 for 6 new dinghies @ \$800 each and painting.

Human Services Committee

The Human Service Committee provides funding to social service agencies that serve Falmouth residents. Every year in August, the Town Clerk sends funding applications to organizations who have applied/received past funding. Once the applications are received, the Committee schedules meetings to disperse funds. The Committee members are Susan Love, Diane Moore and Jane Sudds.

2008 Accomplishments

- The Human Services Committee reviewed requests from sixteen social service agencies for the 2008-2009 budget year and dispersed \$15,500. Groups that benefitted in last year were: American Red Cross of Southern Maine, Catholic Charities of Maine Home and Family Services, Center for Therapeutic, Inc., Community Counseling Center, Community Dental, Day One, Family Crisis Services, Home Health Visiting Nurses, Hospice of Southern Maine, PROP, RTP, Southern Maine Agency on Aging, Southern Maine Parent Awareness, VNA Home Health and Hospice, Wayside Soup Kitchen, Youth Alternatives Ingraham.

Goals for 2009

The Human Services Committee will continue to review funding requests and determine eligibility for Town contributions.

Budget Request

With over 2,400 Falmouth residents served by the sixteen social service agencies that have requested funds in the past, the Human Services Committee is requesting \$20,000 for the 2010-2011 budget year.

Long Range Planning Advisory Committee (LPAC)

LPAC is the primary advisory committee to the Council on long range planning. This work includes updating the Comprehensive Plan, major ordinance work to implement the Comprehensive Plan, and other tasks as assigned. LPAC members are: Chair Hugh Smith, Hugh Coxe, Kurt Klebe, Elizabeth Robinson, Karen Farber, Jim Thibodeau and David Chase.

2008 Accomplishments

- Met approximately 22 times as a committee, mostly in conjunction with the CDC (Community Development Committee)
- Completed policy work in conjunction with the CDC for rewrite of natural resource components of the Zoning and Subdivision Ordinances; including vernal pools, wetlands, steep slopes, and invasive species
- Completing work of drafting amendments to the Zoning and Subdivision Ordinances to incorporate the natural resource protection policy as adopted by the Council (= Council Objective I, Action 9m)
- Completing work of drafting amendments to Section 7 of the Zoning Ordinance to bring Shoreland regulations into compliance with the new state requirements (= Council Objective I, Action 9n)
- Held six MRA hearings for Council amendments.
- Reorganized under the new designation as LPAC from CPAC.

Summary of Ongoing Duties

- Continue to support the Council work plan as directed
- Hold MRA hearings for proposed zoning amendments.

Goals for 2009

- Compact Development/Transfer Development Rights (08CWP I.9.b.)
- Comprehensive Plan review/update (08CWP I.9.b.)
- Performance Based Zoning Standards (08CWP I.9.b.)
- Route 100 vision (08CWP I.9.b.)

Budget Request

It is anticipated that the Comprehensive Plan process will be covered by the existing reserve account for the same purpose. Expenses may include surveying, mapping and data collection and analysis. A rough estimate of outside work is \$30,000. In-house staff will provide the majority of staff support for this project.

Open Space Implementation Committee

2008 Accomplishments

- Land for Maine's Future Grant submitted and approved to protect 390 acres
- Falmouth Green Expo
- Management Plan for River Point property
- Falmouth Conservation Corps program initiated
- Identified and ranked Jewel Properties in town
- Purchased Buck Property
- Initiated a study to develop Forest Management Plan for Town-owned property
- Completed Open Space Rating Guide
- Additional \$50,000 in grants and donations obtained

Summary of Ongoing Projects

- Implementation of Falmouth's Open Space Plan – "Greening of Falmouth". The goals of the plan include the following:
 - ❖ To retain and protect Falmouth's rural character and natural resources.
 - ❖ To protect large tracts of land for wildlife habitat.
 - ❖ To insure the availability of outdoor recreation.
 - ❖ To provide connectivity between open space areas.
 - ❖ To actively manage open space to benefit all citizens of Falmouth.
- Provide Recommendations to Town Council for Open Space Acquisition

Goals for 2009

- Complete Forest Management Plan and implement recommendations
- Add to the inventory of public and private land protected in perpetuity from development.
- Continue to inform landowners about existing protection options (easements, donations, tree growth, tree farms, etc.) through community seminars, print and digital media, and personal conversations.
- Continue to formulate protection/management plans for town owned parcels with high open space/natural resource value.
- Continue to pursue mitigation opportunities for town-owned land.
- Work with LPAC to develop Transfer of a Development Right initiative for Falmouth.

Budget Request

- Annual Funding for the ombudsman position \$50,000

Parks and Community Programs Advisory Committee (PAC-PAC)

The purpose of this committee is to aid in the planning of town-wide Parks, Recreation and Adult Education programs. It is to advise and cooperate with the Community Programs Director and Parks & Public Works Director in initiating and maintaining these programs and ultimately to provide feedback and guidance to the Town Council. PAC-PAC member are: Chair Faith Varney, Vice-Chair Steve Tenney, Jack Davis, Diane Moore, Karen Jones, Brenna Hensley, and one vacant seat.

2008 Accomplishments

- Reviewed the process of grooming the cross-country ski trails at Community Park. Since the Parks Division must plow town-owned parking lots such as fire stations, town hall, village park, etc., the grooming of the trails has to wait until other tasks are completed. Trained volunteers can assist but the Parks Division has kept up with grooming thus far.
- Reviewed each Community Programs Brochure. This year:
 - Discussed Drivers Education company issue and recommended discontinuance of program.
 - Summer Concert Series, Community Chorus, Knitting, and After School Physical Education and, of course, the summer day camp programs; are examples of very popular programs.
 - The committee suggested adding the Take it Outside and 50+Adventures program information to the town website, since it came in too late for the Spring brochure.
- Meeting day was moved from 2nd to 3rd Tuesday to make it easier on our council liaison.
- Dog waste is an on-going issue at Community Park and Village Park. This is an ongoing problem, not yet solved.
- Only three committee members have elected to continue: Karen Jones, Steve Tenney and Faith Varney. Four new members will be joining the committee as soon as they are appointed January 26, 2009. One member, Bonnie Trobh got a head start by attending the January meeting.

Goals for 2009

- At each PAC-PAC meeting we hear reports from the Parks Division and from the Community Programs Department . We discuss and make recommendations on any concerns which they, or any member of the Falmouth Community, bring to us.
- At each PAC-PAC meeting, Steve Tenney, our representative to the Community Facilities Planning Committee, reports on actions of CFPC and its possible effects on PAC-PAC's future, town facilities and activities.
- Three times each year we review Community Programs Brochures (Winter/Spring, Summer & Fall)
 - Recommendations of additional courses are made
 - Kudos for quality programs and the quality of the brochure are generally given

We have no funding requests.

Planning Board

The Planning Board is a citizen board made up of seven members appointed by the Town Council to implement the recommendations of the Comprehensive Plan by regulating development practices. With the assistance of the town staff, the Board reviews proposals for subdivisions, private ways, commercial site plans, and shoreland zoning permits. The members are: Chair Anthony Calcagni, Vice Chair William Lunt III, David Fenderson, Bernard Pender, Stan Bennett and James Moody.

2008 Accomplishments

- Held 12 meetings and conducted one site walk.
- Heard 49 agenda items and approved 33 development applications.
- Held workshop discussion pertaining to exploring the possibility of transitioning to paperless packets. (2007/2008 Council Work Plan Item 2.e)
- Held workshop discussion pertaining to allowing for staff-level approvals of certain development applications. (2008/2009 Council Work Plan Item 9.g)
- Passed amendments to its Rules of Procedure to develop a process for holding public hearings as the Town's Municipal Reviewing Authority.

Summary of Ongoing Duties

- Regulates development practices and implements the recommendations and policies of various Town-adopted plans and studies.
- Reviews development proposals for subdivisions, commercial site plans, private ways, shoreland zoning permits, and fill permits.
- In 2009, it is anticipated that the Planning Board will begin holding public hearings on proposed zoning amendments as the statutorily-required Municipal Reviewing Authority.

As staff support for the Planning Board is provided for entirely "in-house", it is anticipated that the Planning Board will not have any budget requests for the upcoming year.

Recycling Committee

The purpose of the Recycling Committee is to advise the Council and educate the community on matters related to reducing solid waste, promoting reuse, and increasing the percentage of the waste stream that is recycled.

The Committee consists of Chair Kelly Thompson Fernald, Vice Chair Satoria Pelton Angulo, members John Henson, Stephen Hendry, Sally Bitan, and William McMahon.

2008 Accomplishments

- Provided the Town Council with recycling performance updates since the inception of the new curbside recycling program. Met with the Council in November to explain how the sudden drop in the recyclables market is affecting Ecomaine and its member towns.
- **Silver Bullet/Recycling Container usage survey** - An informational survey was performed at the four silver bullet locations. This survey reviewed overall usage including Falmouth resident, non-resident and commercial. The survey was part of the Council's 2007-08 Work Plan and copies are available from the Recycling Committee.
- **Green Expo** - The group hosted a table at the first annual Green Expo at Falmouth High School. Some of the educational materials provided were composting bins, leaf bags, and a recycling demonstration board.
- The Recycling Committee continues to evaluate the options and actual costs associated with the silver bullets (using data from the survey).
- The committee will begin to evaluate non-residential recycling in Falmouth.

Goals for 2009

- ❖ Review the options for reducing the costs of collecting recyclables put together by the sub-group.
- ❖ Make a recommendation on collecting recyclables.
- ❖ Present said recommendation to the Town Council at a workshop.
- ❖ Plan for working with private entities/businesses to promote or enhance their existing recycling efforts.

Budget Request

\$500.00

- ❖ This amount would cover various printing costs associated with future surveys, reports, marketing materials, advertisements, etc.

Workforce Housing Commission

The Workforce Housing Commission shall:

1. Review proposals from developers for the Woods Road Workforce Housing Project, and make a recommendation to Town Council for a preferred developer.
2. Work with the preferred developer selected by the Town Council to prepare final proposal for review by Town Council;
3. Make a recommendation to the Town Council regarding the ongoing management of the Woods Road Workforce Housing Project.

The Committee members are: Chair Ward Graffam, Vice Chair Willie Audet, Lisa Bousquet, Donna Cheney, Paul Strout

2008 Accomplishments

- In 2008 the Workforce Housing Commission met 15 times.
- Council creation of Workforce Housing Commission (sunsetting the Ad Hoc Workforce Housing Committee)
- Issued Request for Proposals (RFP) to develop the Woods Road parcel for workforce housing
- Evaluated six developer proposals
- Submitted a Recommendation for a Preferred Developer and reported to the Town Council (= Council Objective D, Action 4a)

Summary of Ongoing Duties

- Work with Developers Collaborative and Portland Builders team, Town Manager and Town staff and public to prepare a Round Two submission in accordance with the Request for Proposals (= Council Objective D, Action 4b).
- Seek public input on an ongoing basis

2009 Goals

- Winter 2009: Complete Concept Plan Endorsement
- Winter 2009: Prepare Developer-Town Agreement for Council review
- Winter 2009: Develop review process outline for project
- Spring-Summer 2009: Develop final plans for Council review
- Fall 2009: Planning Board-Council review of Contract Zone
- Winter 2010: DEP and Army Corps review (as applicable)

Budget Request

This project will require a Town investment, which may include a land donation, a Tax Increment Financing Agreement, donation of certain Town services, etc. Such an investment will require Council approval. The ongoing work of the Commission is supported by in-house Community Development staff assistance.

Board of Zoning Appeals

The Board of Zoning Appeals is responsible for hearing and deciding administrative appeals of decision made by the Code Enforcement Officer, variance applications and conditional use applications. The Board consists of 5 regular and 2 associate members appointed by the Town Council, for 3 year terms. Members are limited to serving no more than 2 consecutive 3 year terms.

2008 Accomplishments

- The Board gained the assistance of Stan Given as a new alternate member.
- The Board lost the services of Kevin McCarthy as Chairman. The Board elected Richard Bayer to serve as chairman.
- The Board has been fortunate in not facing quorum issues in 2008. Pursuant to Ordinance, a quorum needed to conduct business is four members.
 - The Board heard 60 applications as follows under the following sections of the Ordinance:
 - 5.21 (Home Occupation) - 2
 - 5.22 (Accessory Apartment) - 3
 - 6.2 (Ext or enlargement) - 29
 - 6.5 (Replacement of Destroyed or Damaged Nonconforming Structures) - 1
 - 6.7 (nonconforming single vacant lot) - 1
 - 6.9 (tear down and rebuild or replace) - 4
 - 6.10 (rebuild accessory structure) - 1
 - 6.11 (shoreland zone) - 1
 - 8.3 (conditional uses generally) – 14
 - 8.5 (set-back variance for single family dwelling)- 2
 - 8.8 (reconsideration appeals) – 2.

Summary of Ongoing Duties

- The volunteer members of the Board hear matters and make decisions pursuant to the Town of Falmouth Zoning and Site Plan Review Ordinance as amended last November 24, 2008 (“the Ordinance”).
- The Ordinance provides at Section 8.2, paragraph two as follows:
 - “The Board of Zoning Appeals shall have the authority to hear and decide administrative appeals where it is alleged there is an error in any order, requirements, decision, or determination made by the Building Inspector in the enforcement of this Ordinance.”

- Pursuant to the ordinance, the five members of the Board conduct hearings. The Chair presides over the Board hearings and any other meetings. In 2008 membership was generally stable. At the end of 2008, the regular Board membership was fully staffed.
- The ordinance provides for two alternates. At the end of 2008, the ZBA still needed one of the two alternate positions filled. However, as of the writing of this report, a second alternate has been interviewed by members of the Council and by the Chair. The Chair has recommended that the full Council give consideration to this individual to fill the vacant alternate position.
- The Board is assisted by Albert Farris, Chief Code Enforcement Officer, and Patrice Perreault, Code Enforcement Administrative Assistant. Al and Patrice are highly responsive to the Board's needs and assisting the Board.

Goals for 2009

- The work plan will remain the same. The ZBA will meet on the fourth Tuesday of every month. If necessary, and pursuant to the Ordinance, the ZBA will meet also for one or more additional hearings each month, as called by the Chair.

Budget Request

- The meeting space is already provided by the Town. Each of the members is a volunteer except for the payment of a stipend of sorts per meeting attended. The budget for 2009 should include funding for payment to each of the Board members who have requested payment the amount of \$40 per meeting, as that has increased effective 2009. Other budget items most likely fall under other line items in the Town budget.
- The subject of saving money and having no one prepare the record "live" has been raised. I would request that the Town give consideration to continuing the funding for Melissa Tryon to attend the meetings, as she does an outstanding job both during the meetings (for example, reading back a motion) and in careful preparation of the proposed minutes of the meeting. As a recorder, she also helps in keeping the progression of items well-ordered during the monthly hearing.