

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

**2009**

**February 22, 2010**

## Board of Assessment Review and Sewer Appeals (BAR)

Members: Chair Richard Olson, Lois Lengyel, Michael O'Connor, Tim O'Donovan, Mark Porada

### Accomplishments

- Beginning August 5, 2009, the BAR met 10 times.
  - Six meetings were held to hear taxpayer appeals regarding their 2008 assessed values.
  - Four meetings were held to approve the *Findings of Fact* for the Notices of Decision.
    - The BAR:
      - *Denied* seven appeals.
      - *Partially granted* two appeals:
        - \$125,300 abated value for residential waterfront property, and
        - \$1,336,828 abated value for a 75 unit condominium project.
      - One appeal was withdrawn.

**Narrative:** The past appeal season was significantly busier than previous years. We believe that is because for the first time in many years property owners saw the values of their property and nearby properties decline, often significantly from previous highs. The fact that the relevant assessment date was April 1, 2008, made it seem particularly harsh to some owners. The fact that there were relatively few formal appeals during this difficult time owes much to the fine work of the Assessor, who successfully explained the process and the burdens to many property owners.

As a board we are bound by state statute and applicable case law which imposes a very high burden upon the taxpayer appealing an assessment. The assessment must be unfair or unjust. As a practical matter, when all values are declining, the decline in value of any particular property does not create a situation that is necessarily either unfair or unjust since other properties are similarly "over assessed." This rational explanation offers little comfort to some taxpayers who may have lost income, face foreclosure or other financial distress.

In several of the appeals the board heard from expert attorneys and expert appraisers and reviewed many pages of often complex valuation information, including materials relating to fundamentals of the theoretical basis for appraisal calculations. We owe a special thanks to those experts and attorneys for their patience and the high quality of their presentations and the professionalism they displayed both before the board and towards each other.

While not every member of the board agreed with the Town's assessor on every case, every presentation by the Town's assessor was carefully and completely prepared and shared with the Taxpayers prior to the hearing. The Assessor's knowledge, candor and professionalism were outstanding as she balanced her competing demands throughout the appellate season.

Finally, the support we received from Pamela Given was well above the call of duty. Pam worked long hours to ensure that all parties had complete materials, kept detailed minutes of the proceedings and did always excellent and occasionally heroic work dealing with the multiple conflicting schedules of the parties and the board.

## **Cable Television Committee**

The Committee provides citizens with television coverage of civic and public events, including Town Council meetings, Planning Board meetings, Zoning Board 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 and on the web.

Committee members are: Chair Kathleen Parr, John Kraljic, Jane Manheimer , Bonita Marchetti, James Demer, and Steve Tietjen.

### **2009 Accomplishments**

1. Broadcast and recorded over 215 meetings and presentations (Town Council, Planning Board, School Board, Zoning Board, Debate Night, Assessment Hearings, training and special meetings).
2. Created a TV Broadcast Checklist for training additional people to broadcast meetings. It gives step by step instructions on how to set up, broadcast, and break down after broadcasting a meeting.
3. Trained an assistant to broadcast and index the meetings .
4. Set up 24/7 web streaming of Channel 2 and Web viewing (On-Demand) of meetings and other special programming on our website. (Viewership has increase 20% each month since we began with the service in April of 2009. Currently about 2000 viewers a month use the service.
5. Produced, shot and edited over 4 hours of special programs:
  - Unified Criminal Docket – Police Dept. (30 min.)
  - Marine Unit Video – Police Dept.(2 min.)
  - K9 Video - Police Dept. (9 min.)
  - Community Facilities Video (9 min.)
  - Community Facilities Event on March 12th, 2009 (63 min.)
  - Metro Commercials (4 spots) 15 sec. each.
  - Falmouth Shopping Center Video (9 min.)
  - Falmouth Shopping Center Event on November 14<sup>th</sup>, 2009 (2.5 hours)
  - Over ½ hour of aerial HD footage of the Town of Falmouth, Maine.
6. The High School is now connected directly to the Town Hall with Fiber. We can now broadcast taped and live meetings from the High School Auditorium. Currently we are broadcasting the High School news broadcast each morning at 8am, and replaying it at 3pm and 6:55pm.
7. Created a YouTube site for The Town of Falmouth, Maine.
8. Started negotiations with Time Warner on a new Cable TV Franchise Agreement with the Town of Falmouth, Maine.

## **Summary of Ongoing Duties**

- Update the T.V. schedule weekly.
- Update the T.V. Bulletin Board daily.
- Web support and updating is done daily.
- Basic IT support and change out of back up tapes.
- Live TV Broadcast and 24/7 web streaming of all Council, Planning Board, School Board, Zoning Board and special meetings and programming. All meetings are indexed and uploaded to the web for ON-Demand viewing within 48 hours. Viewers can go directly to any agenda item within a meeting.
- Maintain and operate all equipment in the cable TV control room.
- Produce, shoot and edit programs as needed.

## **2010 Goals**

- Finalize a new cable TV franchise agreement with Time Warner.
- Receive additional training on IT and web support.
- Maintaining and updating the website.
- Complete several videos for web and cable TV distribution.
- Find possible revenue sources within the cable TV department.

## **Budget Request**

We are requesting \$3000 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.

## 2009 Accomplishments

- In 2009, the Committee met twelve (12) times.
- Completed "round one" community outreach program involving over 40 community groups.
- Conducted a March 12th community event with 140 participants.
- Conducted an on-line survey with 490 participants.
- Confirmed Committee charge with Town Council.
- Published a written summary of survey results and next steps.
- Met with Falmouth School Department staff to discuss service learning opportunities.
- Developed three conceptual visions A-C.
- Issued an RFQ and RFP for Appraisal Analysis Services.
- Selected Cushman & Wakefield of Portland, Maine as Project Appraiser.
- Developed an Overall Project Timeline.
- Met with Falmouth Memorial Library Board of Trustees.
- Participated in various outreach events at Falmouth High School.
- Met with Maine Dept of Conservation to discuss a 1981 Federal grant and property conversion.
- Reviewed schematic floor plans for Plummer, Motz and Lunt buildings.
- Met with representatives of OceanView to hear their ideas for joint use of the Plummer-Motz Lunt property.

## Goals for 2010

- Winter: Develop cost estimates for Vision A.
- Winter: Complete Appraisal Analysis.
- Spring: Develop conceptual design options and costs (Council Objective E, Action 5a).
- Fall: Conduct Community Outreach on Design Options and Costs.
- Fall: Complete recommendations for options and timeline (Council Objective E, Action 5b).

# Conservation Commission

Members: Chair Mel Dickenson, Sean Mahoney, Christopher Kitteridge, Frank Ruch, Jerry Goodall

## Significant accomplishments, completed tasks, unfinished projects/tasks

### Stormwater (Town Council Annual Workplan)

- Worked with Cumberland County Soil and Water Conservation District (CCSWCD) and Falmouth High School students on a yardscaping outreach initiative. The yardscaping outreach initiative helped Falmouth satisfy the town's requirements of the USEPA permit for stormwater discharge.
- Worked with CCSWCD to distribute posters in public areas around town supporting stormwater issues. The public education provided by the posters helped Falmouth satisfy the town's requirements of the USEPA permit for stormwater discharge.
- Developed Yardscaping fact sheet and installed on Town website to for town-wide use.

### Invasive Species

- Invasive species subgroup is working on several projects including a website and a handbook to bring awareness and information to Falmouth's residents regarding controlling invasive species.

### Natural Resource Ordinance Review (Town Council Annual Workplan)

- Worked with LPAC in the review of Falmouth's ordinances as they pertain to natural resources.

### Vernal Pools

- Continued monitoring efforts, public education, and work with landowners and developers to identify and conserve vernal pools.
- Worked with RTG developers for continued vernal pool monitoring on RTG property.

### Open Space – See Open Space Annual Report (Town Council Annual Workplan)

## Summary of ongoing duties, tasks, charge, etc.

The Conservation Commission shall conduct research and give advice as to the protection, development and use of the natural resources located within the territorial limits of the town. It:

- Shall coordinate its activities with existing municipal agencies, commissions, departments and conservation bodies;
- May advertise, prepare, print and distribute books, maps charts, plans and pamphlets;
- Shall prepare and keep and index of all open areas, publicly or privately owned with the town;
- May recommend to the Town Council or any municipal board ...a program for the better utilization, protection, development or use of such areas.
- Shall keep records of its meetings and make an annual report to the Town;
- May employ personnel as may be approved by the Town Manager.
- May acquire land or interest therein in the name of the Town;
- Shall submit any recommendations to the Town (regarding land) 30 days in advance;

- Cannot usurp the duties of the Parks & Community Programs department or the Town Tree Warden.

### **Goals or a work plan for the ensuing year**

- Ongoing activities on Open Space, Stormwater, and Invasive Species projects.
- Review of Development Proposals as part of Planning Board process: FCC to start providing input on development projects that impact natural resources.
- Historical Review of Development in Falmouth: Develop a study/report of Falmouth's history of development over the last 15 to 20 years in conjunction with Comprehensive plan update.

### **Budget request.**

Will need staff and/or budget support for the Historical review of Development in Falmouth project.

# **Falmouth Trails Advisory Committee Report**

Members: Chair Jeff Walker, Kevin Browne, Caleb Hemphill, Margaret Paine, Teresa Pierce, William Robinson, Richard Scala, and Tim VanderMel.

## **Significant accomplishments, completed tasks, unfinished projects/tasks**

### **A. Operating**

- Add bike/pedestrian liaison to FTAC – completed in June.

### **B. Projects**

- Design and cut trail from River Point to Community Park (with FCC) – completed in July.
- Design and cut loop on Wilshore parcel – completed in November.
- Re-route Orange Trail on Wilshore – completed in November.
- Bridge Orange Trail on Wilshore – completed in October.
- Map existing Hadlock trails – completed in July.
- Map existing NW Community Forest trails – completed in September.
- Plan Presumpscot River Trails – ongoing.
- Community Park trail map Signs – unfinished.
- Online Maps:
  - River Point – completed in July.
  - Piscataqua River Trail – completed in August.
  - Pleasant Hill/Ledgewood – completed in July.

### **C. Education/Outreach**

- Bike/Pedestrian Integration Education plan – completed in December.

## **Summary of ongoing duties, tasks, charge, etc.**

- Communicate with the Open Space Implementation Sub-committee, Sebago to Sea coalition, Falmouth Conservation Corps, Falmouth Parks & Recreation, the Land Management Team, Falmouth Land Trust, Portland Trails, and regional bike/pedestrian groups.

## **Goals or a work plan for the ensuing year**

### **B. Projects**

- Continue design and cutting new trail on Wilshore parcel.
- Design and cut trail from Community Park to Town Forest.
- Design and cut trail in NW community forest.
- Complete online maps of trails.

## **Green Ribbon Commission**

Members: Chair Ann Goggin, Sara Bachman, Craig Baranowski, Glen Brand, John Brautigam, Andre Casavant, Deidre Conroy-Vella, Barbara Dibiase, Mel Dickenson, David Gagnon, Neil Gilbert, Bill Hastings, Bruce Henning, Mark Hutchins, Phil Kaplan, Claudia King, Brian Milliken, Michael Morrison, David Tucker, Robert Welch, and Jed Wright.

The Falmouth Green Ribbon Commission on Climate Change and Energy Efficiency is an Ad Hoc committee created to recommend to the Town Council actions that the town can take to meet its pledge under the US Mayor's Climate Change Protection Agreement.

While the Commission had one year to complete its work, it has taken longer than that, despite much hard work and many meetings. The Commission has been told informally by the Council that it may continue its work.

Three presentations have been made to the Council:

- 1) Overview and background on the issue, and the results of the Emissions Inventory;
- 2) Recommendations on energy efficiency
- 3) Recommendations on energy alternatives, and waste and recycling.

It is currently writing up the final recommendation section "Transportation and Land Use" which it hopes to have ready to present to the Council in February. Depending on the wishes of the Council, there may be one additional presentation on Implementation and a general discussion of how to move forward.

Once the presentation on Transportation and Land Use is made, all sections of the report will be complete and the Final Report will be given to the Town Manager in digital form.

We thank the Council for its patience.

Regarding budgets: The Commission has adopted fiscal restraint in both its actions and its recommendations as its calling card. To date, the Commission has obtained donations from its own members for refreshments. O'Natural's and Starbucks have also donated refreshments to our meetings, and we thank these establishments for their support.

Respectfully submitted,  
Ann Goggin, Chair

# Harbor/Waterfront Committee Report

Members: Chair Stephen Archambault, Paul Dobbins, Richard Garrett, Jay Hallett, Emmanuel Kourinos, Pete Leavitt, and Bill Oliver.

## 2009 Accomplishments

- Total number of moorings for 2009 -1,141 (72 fewer than 2008).
- Monthly meetings.
- Held informational meeting in February with mooring holders concerning consultant's report and the development of a long range timeline to implement Consultant's recommendations.
- Review of Falmouth *Coastal Waters Ordinance* with recommended changes.
- Worked with Harbor Master addressing issues as needed.
- Added 4 new dinghies to municipal fleet.
- Instituted an *Online Mooring* program that allows customers to renew moorings online. This program has generally been received well with a couple of “glitches” identified in the process, which were quickly addressed by the company to improve ease of use.

## Summary of Ongoing Duties

- Harbor Committee monthly meetings.
- Continue to review the *Coastal Waters Ordinance* and suggest changes as needed.

## Goals for 2010

- Review progress of long range plan and timeline.
- Work with Harbor Master to address anchorage issues as needed.

## Parking

The Town Council requested on January 11, 2010 that the Town staff design low impact on-street parking near Underwood Park. This task has been accomplished. Construction will start and finish prior to the 2010 boating season.

## Long Range Harbor Plan

A summary of the 2008 Harbor Master Plan was written by Town staff and submitted to the Town Council on May 26, 2009. The Council did not take any action on the summary or the 2008 Harbor Master Plan. The Committee and staff will use the summary and Master Plan for guidance as it manages the Harbor in the near and long term future. We understand that there will be implementation steps or policy considerations that will require the Council's approval. We will submit all substantive policy recommendations to the Town Council when applicable.

## Requested Ordinance Changes

The Harbor Committee is requesting that the Town Council review the two proposed changes to the *Coastal Waters Ordinance*. Attachment # 3 is a request to allow the harbor master to begin taking people from the mooring moratorium list and assigning a mooring location within the harbor. Attachment #4 is a request to add language to the Coastal Waters Ordinance prohibiting dinghies, canoes, kayaks and other small craft from being placed on a mooring. This is a navigational hazard.

Both of the ordinances were reviewed and drafted by Bill Plouffe.

## **Human Services Committee**

The Human Service Committee provides funding to social service agencies that serve Falmouth residents. Every year a funding application is sent to the organizations that have applied or received funding in previous years. Once the applications are received, the Committee schedules meetings discuss how the funds should be allocated. The Committee consists of three members Susan Love, Diane Moore and Jane Sudds.

### **2009 Accomplishments**

The Human Service Committee dispersed **\$15,500** to the following agencies:

- American Red Cross of Southern Maine
- Catholic Charities of Maine
- Center for Therapeutic Recreation
- Community Counseling Center
- Community Dental
- Day One
- Family Crisis Services
- Home Health Visiting Nurses
- Hospice of Southern Maine
- Peoples Regional Opportunity Program
- Regional Transportation Program
- Sexual Assault Response Services of Southern Maine
- Southern Maine Agency on Aging
- Southern Maine Parenting Awareness
- VNA Home Health and Hospice

### **Goals for 2010**

The Human Services Committee will seek more ways to help the Falmouth Community and will continue to review funding requests and determine eligibility for Town contributions.

### **Budget Request**

In 2009 we filled fifteen social service agencies requests, serving over 2400 residents. The total amount requested was \$22,025.00. The Committee anticipates the needs to be even greater in 2010 and respectfully requests an increase in the allocation to from \$15,500 to \$20,500 for the 2010/2011 fiscal 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 in 2009 are: Chair Hugh Smith, Hugh Coxe, Kurt Klebe, Elizabeth Robinson, Karen Farber, Jim Thibodeau and David Chase.

### **2009 Accomplishments**

- Met approximately 14 times as a committee.
- Completed amendment work rewrite of natural resource components of the Zoning and Subdivision Ordinances; including vernal pools, wetlands, steep slopes, and invasive species.
- Completed work of drafting amendments to Section 7 of the Zoning Ordinance to bring Shoreland regulations into compliance with the new state requirements.
- Held two MRA hearings for zoning amendments.

### **Summary of Ongoing Duties**

- Continue to support the Council work plan as directed.

### **Goals for 2010 - (09 Council Work Plan 3.b.)**

- Comprehensive Plan review/update
- Overall Community Vision
- Compact Development/Transfer Development Rights
- Transportation Plan
- Economic Development Plan
- Route 100 vision

### **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.

## **One Falmouth Committee**

One Falmouth was created as a subcommittee by the Town Council in the spring of 2009. The subcommittee's charge is to expand the collaboration between municipal and school departments while identifying areas for greater efficiency and improved business transactions. After six meetings, the group has identified three major areas of opportunity: Information technology (IT) infrastructure, Human Resources/Finance/ Administration consolidation, and Buildings/Parks/Grounds Maintenance. The group members include Will Armitage, Beth Franklin, Analiese Larson, Teresa Pierce and staff from the town and schools.

### **2009 Accomplishments**

- Developed an updated version of the October 27, 2006, memo on joint municipal and school operations
- Developed a committee timeline of inventory, analysis and recommendations
- Developed a memo to explain how the new elementary school construction project will offer best opportunity to transition to a joint effort to manage buildings/parks/grounds maintenance
- Visited Cape Elizabeth on October 6, 2009, for an in-depth discussion with the town manager, business manager and superintendent to discuss the successful implementation of a "One Cape" concept
- Successfully completed an in-house analysis of town and school human resource, finance, administration and areas of collaboration and savings
- Developed a Request for Proposal (RFP) for IT network inventory and strategic consolidation plan. Nine proposals were received and the bid was awarded to CBE Technologies in South Portland.
- Completed a Medical Plan Comparison Table outlining town hall and school department available health plans benefits and premiums
- Agreed that Community Programs could manage the middle school and high school athletics and extra curricular registration process. This process would include program registration and fee collections beginning in fall 2010 when the school department implements a pay-to-participate system.

### **2010 Goals**

- Buildings/grounds maintenance report on meetings and collaboration opportunities available now and in 2012 with new elementary school opening
- Review purchasing opportunities both in-house and regionally: copiers/printers, paper, fuel, electricity
- Review maintenance contracts: elevators, alarms, pest control
- Conduct position evaluation prior to a Town or School job posting in the areas of back office functions, custodial, grounds maintenance and parks maintenance.
- Develop a school capital improvement plan that has a format similar to the town's capital improvement plan, such plans will then offer greater long range planning and collaboration between the town and school departments.

### **Budget Request**

CBE Technologies- IT network inventory and strategic plan: \$17,000

# Open Space Implementation Committee

John Adelman, Ellen Klain, Sarah Boudreau, Carol Power, Mel Dickenson, Chair Dave Sawyer, David Gagnon, Tim Vandermel, Bob Shafto, Ombudsman

## 2009 Accomplishments

### Acquisitions

- In 2009, 27.9 acres were easement protected, and 119.1 acres were fee acquisitions for a total of 147 acres acquired.

### Management

- In 2009 the Falmouth Conservation Corp logged 1,022 volunteer hours.

### River Point

- Center for African Heritage program clean/fix up of the property and barn.
- Information kiosk built.
- Trails blazed, signage erected.
- Access Bridge repaired.
- Major Trail Bridge across the West Branch to abutting Falmouth Land Trust property constructed.

### Blackstrap Hill Community Forest

- Boundary signs erected.
- Orange trail improved.
- Orange trail extension located, partially constructed.
- Informational kiosk erected.
- Signage posted.

### Forest Management

- Forest management plans developed for eight large town-owned forested properties.
- Forest harvesting plan adopted by the Council on a pilot basis for Hadlock Community Forest.

### Wildlife

- Wood duck nesting boxes were constructed by Conservation Corps volunteers and placed along waterways.

### Trails

- Two miles of trail constructed and blazed from River Point to Falmouth High School; trail head signs posted.
- Blackstrap Hill snowmobile bridge replacement grant written.
- Nine Conservation Corps volunteers trained in safe chainsaw operation.
- Land Management Committee launched to develop trail policies, guides.

### Other

- New Hadlock Community Forest acquisition property and Town Forest properties marked with boundary signs.
- Comprehensive property files created at Town Hall.

### Outreach / Education

- Information table at the polls for June and November elections.
- Forestry plan public forum held in June; well attended.
- River Point open house attended by >75 people in November.
- 6th grade forestry day held at Hadlock Community Forest.
- Two community meetings held for Hadlock Road residents affected by the harvest plan.
- Six newspaper stories about open space activities in the *Forecaster* and *Press Herald*.

## **Goals or a work plan for the ensuing year**

### **Acquisitions**

- Outreach to large property owners thought to be in a position to donate an easement or offer a bargain sale.
- Have a Land for Maine's Future deal ready to propose should LMF funding be available in January 2011.
- Submit state mitigation easement grants for East Branch river corridor properties, including River Point.

### **Management**

#### Trails

- Organize Falmouth Conservation Corps volunteers into individual property stewardship teams, each responsible for the monitoring and maintenance of that property, including signage, trails, invasive species control, etc. Add 20 people to the FCC membership rolls for a total of 75 active volunteers.
- Figure out the best way to get a trail across the East Branch of the Piscataqua River and through the railroad right-of-way from the school campus to Community Park. Develop proposals to fund whatever solution is agreed upon.
- Construct a trail from Community Park to Town Forest, including bridges, signage, blazing, etc. Obtain permission from two private landowners to locate the trail on a portion of their property. Mark boundaries of the Harriman & Paddock Way lots.
- Develop an access point for Hadlock Community Forest, including parking, kiosk, signage, boundary marking. Also develop a trail network within HCF that will start and end at that access point, including bridges, blazing, etc.
- Obtain permission of the owners of private land between Town Forest and Hadlock Community Forest to construct a trail across their land linking those two town-owned parcels.
- Open up a canoe trail from Field Road to Presumpscot River by clearing the river of obstacles to navigation (fallen trees). With the Park & Public Works Department, establish launch points at both Field and Falmouth Roads.
- Lead the implementation of the policies and products the Land Management Team comes up with, in conjunction with the various departments and committees that will play a key role in this work.

#### River Point

- Coordinate the River Point access bridge replacement (should that happen) with the town, railroad and contractor. Develop a long-term vision for the property that decides the question of (a) farming the property; (b) what to do about the existing house; and (c) how to get water and electricity to the barn if deemed desirable.
- Work with the Maine Historical Preservation Commission to coordinate a second archeological dig on River Point.

- Get the property listed as a National Historic Site if the Council approves of that idea.
- Construct a canoe landing at the confluence of the East Branch & Presumpscot Rivers.
- Establish complete property record files at Town Hall on each open space property.

#### Forestry

- Continue the implementation of the Hadlock Community Forest harvesting plan, including data collection regarding the impact of that harvest.
- Develop forest management plans for remaining town forests without such plans (North Falmouth Community Forest, Longwoods Road, northern portion of Community Park, eastern portion of Hadlock Community Forest).
- If possible, develop a plan that has biomass harvested from town lands delivered directly to the school department's wood fired boiler.

#### Outreach

- Organize "Discovery Days" on two town properties in coordination with Community Programs, similar to this fall's River Point open house.
- Organize *Falmouth Green Expo II*, a show and tell event for all organizations in town involved with environmental matters.
- Get continued media coverage, adding television coverage to the mix.
- Work with Mike McDade to complete the video on River Point, to run on Channel 2.
- Involved students in the monitoring of the Hadlock Community Forest harvesting impact.
- Continue to work with the 6th grade team on their Falmouth Forests unit.
- As per the Land Management Team, get maps available to the public for those properties that have trails.
- Organize an open space/Falmouth Conservation Commission table at the polls during the June and November elections.
- Improve the open space section of the town web site.

#### Finance

- Continue to raise money from every available source.
- Maximize income from resource sales.

# **Parks and Community Programs Advisory Committee (PAC-PAC)**

Members: Chair Faith Varney, Vice-Chair Steve Tenney, Karen Jones, Dominic Sette-Ducati, Janet Lane-Dye, Ana Gabor Jacobs, and Bonnie Troubh.

## **2009 Accomplishments**

- The committee welcomed four new members:
  - Dominic Sette-Ducati (12/2011), Janet Lane-Dye (12/2011), Bonnie Troubh (12/2009) and Ana Gabor Jacobs (12/2009)
- Steve Tenney continues to be our representative to the Community Facilities Planning Committee and has kept us up to date on committee developments. PAC-PAC realizes Town Council and citizen action are necessary before final recommendations and plans are made but is ready to take on a more active role if the Community Center concept comes to fruition.
- In August, the committee was treated to a Falmouth Parks & Open Spaces Tour lead by Jeff Mason, Parks Supervisor. The committee felt this was very informative and as a result made recommendations for new maps. Lucky D'Ascanio and Jay Reynolds have subsequently been asked to sit on the Land Management Team along with the town manager, town ombudsman, and representatives from the Falmouth Land Trust and Falmouth Trails Committee. This "team" has been meeting bi-monthly to develop comprehensive maps and website pages of the towns, parks, trails and open space areas that have public access. Much progress has been made and we anticipate finished products by mid 2010.
- Committee members were invited to a Maine Citizen Board Member Summit, "Our Parks; Frills or Untapped Resources" which was held in Belfast on August 1, 2009. The timing did not work for anyone to attend this year but we would suggest that \$150 be budgeted to send up to four members (one car load) should a 2010 event be scheduled.
- Although we expected the "Covered Ice Rink Proposal" to be a major topic for the committee this year, that did not seem to gain any more momentum. After the council heard the proposal last winter and remanded it to the PAC-PAC, we developed a series of questions which we felt needed answers before PAC-PAC could make any further recommendation to the council. We believe that given the shift in the economy and Ice Rink Committee changes, the proposal has stalled. They have an open invitation to come before our committee but have reported they are in a "hold" position.

## **Summary of Ongoing Duties**

At each PAC-PAC meeting we hear reports from 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

## **Goals or a work plan for the ensuing year**

- Offer yearly Facilities/Parks & Open Space Tour for committee members
- Brainstorm/Workshop Ideal Community Center Concept

**\*\*A completed work plan is available upon request.**

## **Budget request**

\$150 for up to 4 members to attend Citizen Summit (see above).

**Respectfully submitted by Faith Varney, Chair.**

## **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 town staff, the Planning Board reviews proposals for various development applications.

The 2009 members of the Planning Board are: Chair Anthony Calcagni, Vice Chair William Lunt III, David Fenderson, Bernard Pender, Stan Bennett, James Moody and Rebecca Casey.

### **2009 Accomplishments**

- Conducted 12 meetings and one subdivision site walk.
- Processed 57 development applications and issued 37 approvals to applicants.
- Held five public hearings on proposed amendments to the Zoning and Site Plan Review Ordinance.

### **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, private ways, commercial site plans, shoreland zoning permits, and fill permits.
- Conducts public hearings for proposed zoning amendments as the Town's designated Municipal Reviewing Authority.

### **Goals for the ensuing year**

N/A

### **Budget Request**

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**

Members: Chair Stephen Hendry, Vice Chair Satoria Pelton Angulo, John Henson, Sally Bitan and William McMahon.

Mission Statement: The mission of the Falmouth 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.

## **Significant accomplishments, completed tasks, unfinished projects/tasks**

- Exceeded Recycling Rate of 50% in March.
- Teamed with Falmouth High School Environmental Action Committee (EAC) and provided recommendations and necessary assistance for their efforts to “green” the food service area.
- Continuously examined Recycling/Solid Waste costs including a Regionalization plan that ultimately fell through (one town dropped out).
- Reviewed and provided comment on Transfer Station fees with Parks and Public Works Department.
- Guest Speaker, Missi Labbe, ecoMaine Program Development Coordinator, discussed resources and business recycling.
- Guest Speaker, Kevin Roche, ecoMaine General Manager, discussed state of recycling in Maine as well as Falmouth’s Corrugated Cardboard grandfathered status.
- Guest Speaker, Green Ribbon Commission, discussed recommendations from their report related to our committee.

## **2010 Goals**

- Fill Committee Vacancies.
- Advise and make recommendations to staff and council regarding recycling.
- Assist the High School Environmental Action Committee in their effort to “green” the school.
- Expand our understanding of recycling through guest speakers.
- Provide better information on the recycling portion of website.
- Discuss and implement ways to increase both residential and business recycling.

## **Budget Request**

\$500.00 to cover any printing costs associated with surveys, reports, advertisements, marketing materials, etc.

## **Workforce Housing Commission**

Members: Chair Ward Graffam, Vice Chair Willie Audet, Lisa Bousquet, Donna Cheney, Paul Strout.

The Workforce Housing Commission's charge is to:

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.

Task 1 was completed in 2008.

### **2009 Accomplishments**

In 2009 the Workforce Housing Commission met 4 times and:

- Participated in the development of a Town-Developer Agreement;
- Reviewed a proposed Child Care Facility for the Woods Road site;
- Participated in February 2009 Council workshop;
- Reviewed Tax Increment Financing Analysis by Policy One Research; and
- Reviewed the Developers Collaborative Council Presentation.

### **Summary of Ongoing Duties and 2010 Goals**

In May 2009 the Town Council voted to halt the Woods Road project. There are therefore no ongoing duties for the Workforce Housing Commission. In November 2009 the Town Council deferred any further discussion of the workforce housing topic to the upcoming Comprehensive Plan Update and the Workforce Housing Commission was officially disbanded.

# **Board of Zoning Appeals**

Members: Chair Richard Bayer, Willie Audet, Stan Given, Dennis Keeler, Jay Meyer, Jim Thibodeau and Jonathan Berry.

## **Summary**

The Board conducted 12 regular meetings, addressing a total of 60 applications and appeals. The majority of those matters were applications for approval of conditional uses; there were also some appeals and variance applications.

## **Significant Accomplishments**

- The Board conducted 12 regular meetings.
- The Board addressed a total of 60 matters, comprised of the following proceedings under Falmouth's Zoning and Site Plan Review Ordinance (the "Ordinance"):
  - Conditional Use Applications
    - Home Occupation, Ordinance § 5.21: 2 (1 approved, 1 withdrawn).
    - Accessory Dwelling, Ordinance § 5.22: 7 (6 approved, 1 tabled).
    - Extension or Enlargement of Single Family Dwelling, Ordinance § 6.2: 26 (25 approved, 1 tabled).
    - Tear Down and Reconstruction of Dwelling, Ordinance § 6.9: 7 (6 approved, 1 denied).
    - Tear Down and Reconstruction of Nonconforming Accessory Structure, Ordinance § 6.10: 1 (1 approved).
    - Miscellaneous Conditional Use, Ordinance § 8.3: 6 (4 approved, 1 withdrawn, 1 no action).
  - Appeals; Requests for Reconsideration
    - From Code Enforcement Officer, Ordinance § 8.2: 4 (3 denied, 1 granted).
    - Mislocated Single Family Dwelling, Ordinance § 8.2.1: 3 (3 approved).
    - Requests for Reconsideration, 30-A M.R.S.A. § 2691(3)(F): 2 (2 denied).
  - Variance Applications
    - Setback for Single Family Dwelling, Ordinance § 8.5: 1 (1 denied).
    - Other, Ordinance § 8.4: 2 (2 denied).
- At a special conference in November, 2009, the Board received counsel from William Plouffe, Esq. regarding applicable law and best practices.
- The Board had a quorum at all scheduled meetings in 2009.
- Jonathan Berry joined the Board as an associate member.
- Richard Bayer, former Chair, departed the Board.

## **Summary of Duties**

- The Board is constituted pursuant to Section 8 of the Ordinance and 30-A M.R.S.A. § 4353.
- The majority of matters heard by the Board are applications for conditional uses pursuant to Sections 6 (nonconforming structures, uses and lots) and 8.3 of the Ordinance.
- The Board also hears applications for variances. Ordinance §§ 8.4-.6.
- The Board also hears appeals from decisions of the Code Enforcement Officer, and appeals where a single family dwelling is mislocated and violates setbacks. Ordinance §§ 8.2, 8.2.1.
- The Board consists of five members and one or two associate members (who act if members are unable), all serving three year terms. Ordinance § 8.1(a).

- The Board was fully staffed with five members and two associate members for all meetings in 2009.
- The Board receives, relies upon and appreciates extensive assistance provided by the Town's Code Enforcement Office, including Al Farris, Chief Code Enforcement Officer, and Patrice Perreault, Code Enforcement Administrative Assistant.

### **Work Plan; Goals**

- The Board will continue to meet on the fourth Tuesday of every month (normally excepting December), with additional meetings if necessary to address unusually heavy volumes.
- The Board welcomes the opportunity to work with the Town Council by commenting upon possible improvements or amendments to the Ordinance. For example, in 2009 the Board responded to a Council inquiry by commenting upon "practical difficulty" variance ordinances which towns may adopt pursuant to 30-A M.R.S.A. § 4353(4-C).

### **Budget Request**

- The Board's members and associate members are volunteers, but some elect to receive an available payment (currently \$40) per meeting attended. Sufficient funding should be allocated for these payments.
- The Board meets in space at Town Hall. Its meetings are recorded (normally both audio and video). Its meetings are normally attended by the Code Enforcement Officer and Code Enforcement Office Administrative Assistant who assist the Board, prepare meeting minutes and provide other administrative support. It is assumed that these staff and operational expenses are included in other departmental budget requests.