

Falmouth Town Council Work Plan Fiscal Year 2010-11

July 30, 2010

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. Restart the Ad hoc Governance Committee. They will be responsible for the implementation of the Council work plan and Council and Council appointed boards and committees relations.	Appointments Committee and Governance Committee	Town Manager	No action – should we delete this task and rely on the Chair and Manager to monitor the work plan progress?	9/10
b. Workshop for committee and board chairs to offer training on how to run effective and efficient meetings.	Appointments Committee and Governance Committee	Asst Town Manager	Contact possible consultants to conduct a workshop.	01/11 04/11
c. Develop standards for committee member removal process (research other practices and policies of other communities)	Appointments Committee	Asst Town Manager	The Appointments Committee currently consults with each Bd/Com chair prior to reappointment consideration.	01/11 05/11
d. State legislative impact – Host a meeting(s) with State representatives and MMA LPC representative prior, during and after legislative sessions.	Tony Payne, Will Armitage	Town Manager	Feb 28 Council Meeting – 5:00 PM Dinner?	10/10 02/11
e. Schedule meeting with the Metro Coalition and Coastal Corridor Communities to discuss rapid transit (small starts study) and regionalization opportunities.	Governance Committee	Town Manager	Contact GPCOG to request assistance in coordination.	10/10 03/11
2. Special Projects				
a. 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	Director of Long Range Planning and Town Manager	Currently considering a vote in June.	2010 2011
b. Analyze and develop implementation plans for consolidation and/or collaboration options within the Town of Falmouth municipal and education departments.	One Falmouth Committee	Town Manager and School Superintendent	Ongoing.	2010

c.	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	Town Manager and Asst Town Manager	Ongoing. Need to check on latest ridership survey ETA.	2010/2011
d.	Green Ribbon Commission – Town Council to take action on report/recommendations submitted by the Green Ribbon Commission.	Town Council and Energy Efficiency Committee	Budget Analyst and Town Manager	Need to establish new committee. Inquire about PACE status with the State.	2010/2011
e.	Implement new text messaging system with the general public to disseminate information during emergencies.		Fire Chief – EMA Director	This task is complete. Need more residents to participate.	10/10
f.	Rewrite wastewater collection and sewer treatment ordinances	Ordinance Committee	Sewer Superintendent	This matter was referred to the Ordinance Com and staff has developed the first draft of a major ordinance update. It will likely go back to the Ordinance Com this spring.	2010 2011
g.	Consider the following projects regarding the Harbor: <ul style="list-style-type: none"> Additional trailer parking at Brown property Bath room at the Landing Increase parking on site at the Landing Moorings – additional 20 moorings at Handy Boat Riparian Rights – less than 100 feet of frontage 	Harbor Committee and Council	Police Chief and Harbor Master	The last two bullets are complete. The Committee needs to consider a recommendation pertaining to the first three bullets.	2011
h.	Meet with MTA to discuss long term future of MTA Spur and opportunities to eliminate tolls.	Council	Town Manager and Director of Long Range Planning	Schedule a meeting with MTA reps.	2/11
i.	Shoreline Drive erosion control project.	Council	Parks and Public Works Director	This task is on schedule.	2011
j.	Monitor Martins Point Bridge reconstruction project.	Council	Parks and Public Works Director	This task is on schedule.	2010/2011
k.	Start process to consider intersection improvements at Middle Road, Bucknam Road and Falmouth Road (round-about options is one consideration)	Council	Parks and Public Works Director, Town Manager, and PACTS	Staff will begin next phase of planning, engineering and funding requests via PACTS or local funds.	2010/2011
3. Long Range Planning Projects					
a.	Complete evaluation of the Route One study and adopt appropriate new provisions.	CDC	Director of Long Range Planning	This task is ongoing and scheduled for completion in 2011.	10/10 2011
b.	Complete the Comprehensive Planning process. Areas of interest include but are not limited to: compact development (growth areas); TDR (non-growth areas); overall visions; specific vision areas such as Rt. 100; transportation planning; workforce housing; long term use of the MTA spur; Rt 1 and MTA spur intersection; and economic development. <ul style="list-style-type: none"> Create process for Council input at milestones during the Comprehensive Planning development. 	LPAC +	Director of Long Range Planning	This project/task is on schedule for a later completion date.	6/11 2012?

c. Implement Greening of Falmouth (Special attention to: acquisition opportunities with alternative funds; forestry management; land management costs and plans; RR Crossing at School/Com Park; and River Point bridge)	Council, Open Space Committee and Ombudsman	Town Manager	Generally on task with the exception of the RR Crossing at School/Community Park.	On going
4. Zoning - Administrative Updates				
a. Natural resources project – Council decision on proposed amendment.	Council and CDC	Community Development Director	Will Armitage is working on one final amendment.	10/10 2011
b. Comprehensive update (including housekeeping) of the land use ordinances that will not contradict ongoing comprehensive planning effort.	Staff	Community Development Director	This item will likely take longer than expected due to reduced levels of staffing.	06/11 10/11
c. Tidewater Master plan – anticipate application for amendments and implementation (Learning Center).	Council	Community Development Director	Not yet applicable	2010
d. CBI - I. pg. 27: Take action to make peer-review process more predictable (may require ordinance amendments)	Planning Board and staff	Community Development Director	Objective met but needs to be promulgated before the proposed deadline. Implementation will require an ordinance amendment.	06/11
e. CBI - K. pg. 29: Give approval authorities to Community Development Department for certain permits and processes	Planning Board	Community Development Director	This is an important task but will take longer to implement due to staffing reduction.	01/11 10/11
f. CBI - L. pg. 30: Create “Navigating the Process” manual for applicants	Staff	Community Development Director	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 12/11
5. Economic Development				
a. 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	Director of Long Range Planning and Town Manager	This task is on schedule.	2010
b. Start new Falmouth Economic Improvement Committee.	Appointments Committee	Director of Long Range Planning and Town Manager	Committee appointed on Jan 24, 2011	2010

On task

Not on task but should continue effort

Not on task and no longer applicable???

Not on task and needs direction from Council