

Falmouth Town Council Work Plan Fiscal Year 2013-14

Based on Council Retreat July 25, 2013

Category/Task	Who	Status	Due-date
1. Long Range Planning (Zoning and Projects). <p>This category represents matters related to long range visions and planning for the community including but not limited to comprehensive planning, transportation planning, corridor planning, and consideration for how Falmouth is viewed or identified by internal and external forces.</p>			
<p>A. Comprehensive Plan</p> <p>LPAC+ will submit a recommendation to the Town Council early in the business year. The Town Council will consider adoption and an implementation process.</p>	Council, Town Manager, LPAC+, and Director of Long Range Planning.		December 2013
<p>B. Route 100 Corridor Planning and Infrastructure investment.</p> <p>The Town Council is committed to a long range vision that will encourage balanced and well planned commercial and residential development in this area. Planning will take into consideration public participation, Comprehensive Plan, zoning amendments, infrastructure design, and financing of any public improvements including utilization of existing and possibly expanded Tax Increment Financing. This effort will begin with a study supported by an ad-hoc committee and consultants.</p>	Council, Town Manager, Director of Long Range Planning, and Citizen Committee TBD		December 2014
<p>C. Railroad crossings for Community Park and River Point Bridge.</p> <p>The Town Council is committed to designing and implementing long range solutions for both of these crossings. Staff and committees should continue to design all feasible concepts for consideration to fund significant infrastructure projects.</p> <p>Preliminary engineering is complete for both sites. Decisions will be needed on type of crossing and financing for both locations.</p> <p><i>*Note – the River Point Bridge project could be ready for implementation/construction in this business/fiscal year pending final planning and design approval by the Town Council.</i></p>	Council, Town Manager, LMAC, PACPAC, FLT, and other stakeholders		<p>River Point (design completion) – December 2013</p> <p>River Point (construction start) - TBD</p> <p>Community Park (establish committee) – December 2013</p> <p>Community Park (start design and financing plan) – March 2014</p>

<p>D. Bicycle and Pedestrian Planning</p> <p>The current Bike/Ped Plan should be reviewed and updated to be consistent with the Comprehensive Plan. This planning will take into consideration regional planning efforts and coordination.</p>	<p>Council, and Town Manager, Director of Long Range Planning, and other stakeholders</p>	<p>Staff has secured a small grant to update the plan.</p>	<p>June 2014</p>
<p>E. Library Facility Expansion</p> <p>Continue to work with the Library Board of Trustees in an effort to develop a long range plan for facility improvement, expansion or relocation.</p>	<p>Council, Town Manager and FMLB</p>		<p>April 2014</p>
<p>F. Branding and Identity Planning</p> <p>The Town Council is committed to reviewing and implementing specific branding strategies that will depict Falmouth in a way that meets the vision of the Town Council. Such an effort will include but not limit the following: town seal, web site, way-finding signs, etc.</p> <p>Web site update has started with initial design.</p>	<p>Council, Town Manager, staff, and other stakeholders</p>		<p>June 2014</p>
<p>G. Mason Motz Building</p> <p>Consider long term use of Mason Motz building and whether there is a need to improve the facility. The use of this building could include those uses related to Parks and Community Programs Department programming efforts and other uses as deemed appropriate by the Town Council.</p> <p><i>*Note – renovations to this building could be considered during the current business/fiscal year pending final decisions by the Town Council regarding how the building could be used in the future.</i></p>	<p>Council, Town Manager, PACPAC, and Parks and Community Programs Director</p>		<p>Determine use of the building – November 2013</p> <p>Consider renovations – Date TBD</p>
<p>H. Town Hall Improvements</p> <p>Consider options and need to renovate certain portions for the Town Hall. Work should focus on function and safety.</p> <p><i>*Note – renovations to this building could be considered during the current business/fiscal year pending final decisions by the Town Council on a scope of work.</i></p>	<p>Council and Town Manager</p>		<p>June 2014 (this project could carry over into the next business/fiscal year)</p>

<p>2. Implementation - Facilities, Infrastructure, Land, Zoning, Initiatives and other Projects</p> <p>This category represents implementation (construction, policy development, and management) of significant projects and initiatives that have been thoroughly planned and designed.</p>			
<p>A. Waste Water Collection and Treatment (capacity planning, design and construction)</p> <p>Implement 2013 capacity and growth study to include but not be limited to treatment system improvements, infiltration and inflow improvements, and upgrading significant collection system facilities which are scheduled for replacement.</p>	<p>Council, Town Manager, and Waste Water Superintendent.</p>		<p>June 2014 (this project will carry over into the next business/fiscal year)</p>
<p>B. Route One Corridor Improvements</p> <p>Implement substantially all elements of 2013 Route One preliminary engineering and design based on previous work and June 2013 referendum.</p>	<p>Council, Town Manager, Public Works Director, and Director of Long Range Planning</p>		<p>June 2014 (this project will carry over into the next business/fiscal year)</p>
<p>C. Expansion of natural gas access to commercial and residential uses.</p> <p>The Town Manager will continue to work with the town managers in Cumberland and Yarmouth.</p>	<p>Council and Town Manager</p>		<p>June 2014 (this project will carry over into the next business/fiscal year)</p>
<p>D. Veterans Memorial</p> <p>Work with the American Legion and Veterans Memorial Committee to raise funds and construct a new memorial.</p> <p>Current planning and work is on hold as of August 2013 to possibly coordinate efforts with a Library expansion.</p>	<p>Council, Town Manager, Veterans Memorial Committee, American Legion and FMLB</p>		<p>June 2014 (this project will carry over into the next business/fiscal year)</p>
<p>E. Business Development</p> <p>Continue to work with business community, business prospects, GPEDC, FEIC and others to ensure that there will continue to be a robust local and regional economy.</p>	<p>Council, Town Manager, Director of Long Range Planning, FEIC and other stakeholders</p>		<p>Ongoing</p>
<p>F. Energy and Sustainability</p> <p>Implement Green Ribbon Commission Report with the Recycling and Energy Efficiency Committee.</p>	<p>Council, Town Manager, REAC and REAC staff.</p>		<p>Ongoing</p>
<p>G. Administrative Zoning Re-Write</p> <p>Ad-hoc Zoning Committee will work with Community Development Director to complete an Admin Zoning Re-Write</p>	<p>Council, Town Manager, Ad-hoc Committee, and Community Development Director</p>		

3. On-going Business, Governance and Civic Engagement

The Town Council is committed to ensuring efficient, cooperative and appropriate governance and service delivery. The Town Council is also committed to encouraging and improving civic engagement.

**Not – Items C through F were on the Council 2012-13 Work Plan. The Town Council will need to determine whether these items should be on the 2013-14 Work Plan*

A. Organizational Structure and Business Relationship with the Falmouth Memorial Library. Review current structure of governance, management and partnership with the Falmouth Memorial Library.	Council, Town Manager, and FMLB		February 2014
B. 300 th Anniversary Work with others in the community to ensure there is proper planning for a grand celebration of the Town's history and future.	Council and Town Manager		June 2014
C. Review all options for tax credit programs to ensure all residents can afford to live in Falmouth. The Town Council will first review all current and available options. After a thorough review, the Town Council may develop additional programs for applicable residents in Falmouth.	Council and Town Manager	First draft report reviewed by Council in spring 2013. Needs second meeting to determine action if necessary.	December 2013
D. Develop a conflict of interest policy or ordinance.	Council, Town Manager, and Assistant Town Manager	First draft complete – requires additional Council meeting to complete task	January 2014
E. Develop a policy or ordinance to address Committee and Board member appointment and termination processes.	Council, Town Manager, Assistant Town Manager, and Town Clerk	Appointment Committee is working on a policy.	December 2013