



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Zoning Ordinance Updates	Date:	01/16/2023
Project Lead:	Sam Kapala, Planning Board Chair Tod Yankee, PRB Vice-Chair	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Sam Kapala	Planning Board	Chairperson		
Tod Yankee	Project Review Board	Vice-Chairperson		

3. Project Elements
A. Project Purpose / Goals / Impact (from the Downtown Vision Plan)
<p>“The Town has recently amended zoning in certain downtown zoning districts to allow increased density, building height, and reduced parking requirements. Enabling the kind of development shown on the catalyst site drawings will require further amendments including a defined framework of building and architectural standards, shopfront street standards, additional street types, civic space standards, districts and boundary adjustments and land use amendments.”</p>



Downtown Vision Plan Project Charter

3. Project Elements

B. Deliverables *Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)*

This project will require review and discussion of possible amendments to many municipal ordinances including the Design Review Ordinance, Zoning Ordinance, Sign Ordinance, Street Acceptance Ordinance, and possibly the Traffic and Parking Ordinance and the Complete Streets Policy. Each update will require coordination between multiple Board and Committees.

Phase One of the project will be updating the Design Review Ordinance. One of the duties of the Planning Board is to “Advise the Town Council on proposed changes to the Design Review Ordinance” and they are willing to take on this role (with input from the Project Review Board).

The Planning Board and Project Review Board have previously identified this update as a high priority, and the Downtown Visioning Process further supports this phase of the project. Any updates to the Design Review Ordinance will take into consideration the Downtown Vision Plan and in particular its stated goal to “Maintain a New England Village Center which includes human scale architecture all while encouraging different uses and activities downtown”.

Important parts of this Ordinance update will be to clarify the vague submission requirements; replace existing subjective standards with new objective requirements that promote the character and architectural standards identified in the Vision Plan; and, to consider the appropriateness of the two Design Review Districts, the Color Overlay District and the overlapping area of the Freeport Village Overlay District. Any updates should include a pictorial / graphic “catalog” of example design elements and for which town staff, board members and applicants can use as a reference tool and to possibly allow some change with prescriptive standards. Consideration for accessibility and sustainability should be incorporated into any updated standards as they are not including in the current documents. Any updates to the Design Review Ordinance should clearly address the desire for multiple family housing development in the district and how such projects could be designed to achieve the desired outcomes of the Vision Plan.

Future Phases may include zoning amendments to encourage specific site features such as landscaping, buffers and adding urban design elements to activate our storefront and outdoor spaces.

The Vision Plan proposes changes to several “Catalyst Sites,” many of which would require updates to multiple regulatory documents and involve many committees before development could begin. Given the potentially significant changes to public spaces, there should be a review of the Catalyst Sites—including a high level of public input—to obtain more detailed information on what features, projects, and elements outlined in the Vision Plan our community is trying to achieve. Two important areas for consideration are how and what types of housing to encourage and how to encourage more sustainable and resilient development.

Review of Zoning District and boundary lines will be more appropriate to consider upon completion of the Comprehensive Plan as any zoning/mapping changes will need to be in general harmony with the Comprehensive Plan.

C. Scope *List what the project will and will not address (include both in-scope and out-of-scope items)*

In-scope: Phase One of this project will include updating the Design Review Ordinance.

Out-of-scope: Items identified as future phases.

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

An inventory of all Class A and B buildings was previously completed to determine whether or not such structures are still contributing to this historic and architectural components in Downtown Freeport. This new Phase One project is funded and expected to be completed in 2023.

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

None. \$40,000 has been allocated for Ordinance work and this project is expected to use most of that funding. The CIP may want to include funding for future phases.



Downtown Vision Plan Project Charter

4. Endorsement			
	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

a

1. General Project Information			
Project Name:	Streamline Permitting Process	Date:	01/16/2023
Project Lead:	Sam Kapala, Planning Board Chair Lynn Hamlen, PRB Tod Yankee, PRB Chair	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	December 2020 (Phase 1)

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Sam Kapala	Planning Board	Chairperson		
Tod Yankee	Project Review Board	Vice-Chairperson		
Lynn Hamlen	Project Review Board	Member		
Mary Davis	FEDC	President of the Board		
Adam Bliss	Complete Streets	Town Engineer		

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>“Throughout the process, we have heard that one of the barriers to development is the long and complicated permitting process for new development downtown. Updating the zoning and project administrative process for Downtown will provide the private sector with clear directions for how they can help implement Downtown's long-term vision in a more timely manner.”</p>



Downtown Vision Plan Project Charter

3. Project Elements

B. Deliverables *Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)*

This project will require review of three major ordinances regulating activities downtown – Design Review Ordinance, Subdivision Ordinance and Zoning Ordinance (Section 602 – Site Plan Review). Some of the updates will include ordinance maintenance to clarify existing standards and processes, while other efforts will be overhauling ordinances (or sections thereof).

Clean-up of the Subdivision Ordinance has begun and will be reviewed by the Planning Board in early 2023, with input from the Project Review Board. The Planning Board may want to consider in the definitions of Major and Minor Subdivision as that impacts the level of review and reconsider the review process for multiple-family dwellings.

Updating the Design Review Ordinance will be an important part of this project in part due to the vague submission requirements and subjective standards of the current ordinance. (See Charter 2.4 *Zoning Ordinance Updates*, however to note, any updates should include a pictorial / graphic “catalog” of example design elements and for which town staff, board members and applicants can use as a reference tool and to possibly allow some change with prescriptive standards).

Upon completion of Ordinance updates, summaries of each of these ordinances will be developed that identify the key functional components of the ordinances (aside from the more administrative elements). Process flow charts will also be developed so that all parties can more easily understand the Design Review, Subdivision and Site Plan approval processes; FEDC will continue to work with the Town on the process mapping/flow charts.

In addition to the above referenced ordinance updates, a supplemental part of this project should be to examine the review and approval process for private projects with public components (such as street trees or sidewalk improvements on public property). This process should be clarified and clearly reflected in relevant documents and ordinances so applicants will be understanding timing and process to get approval for changes on public property. Process- mapping should show the integration of this additional step(s) into the development review process for streamlining and efficiency for both the applicant and the Town.

C. Scope *List what the project will and will not address (include both in-scope and out-of-scope items)*

In-scope: Design Review Ordinance, Subdivision Ordinance and Zoning Ordinance

Out-of-scope: Other municipal ordinances and their permitting processes

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

In early steps to support this project, in 2022, changes were made to our Zoning Ordinance and fee structure for Food Truck Permitting, Temporary Activities and Seasonal Accessory Outdoor Seating in 2022. Amendments to Site Plan Review (Section 602 of the Freeport Zoning Ordinance) are underway and a recommendation has been made to the Council for ordinance amendments to streamline the site plan amendment/review process. Amendments to the Subdivision Ordinance will be ongoing. Changes to the Design Review Ordinance are expected to begin early Spring 2023.

Future Phase: Upon completion and adoption of the next Comprehensive Plan, the Planning Board will review permitting and review processes again to ensure compatibility between the ordinance language, Design Review guidelines, and the goals established in the Comp Plan. Project completion should be expected 6-9 months after Comp Plan adoption.

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

Time from Planning Department Staff. The Council has already allocated funding towards Ordinance Updates.



Downtown Vision Plan Project Charter

4. Endorsement			
	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			

DRAFT



Downtown Vision Plan Project Charter

1. General Project Information				
Project Name:	Sewer Connection Fee Review	Date:	01/10/2023	
Project Lead:	Ed Bradley, District 2 Councilor Brett Richardson, FEDC Leland Arris, FSD	Committee Name	Sewer Connection & Capacity Committee	
Project Facilitator:	Mary Davis, FEDC	Target Project End Date	5/1/2023	
2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Darrell Fournier	Town Councilor			
Peter Joseph	Town Manager			
Rod Regier	Residential Sewer Customer			
Dan Bacon	Developer; Planner; FEDC Board			
Brent Bridges	Consultant; Woodard & Curran			
Sally Leland	Sewer District Board			
3. Project Elements				
A. Project Purpose / Goals / Impact				
<p>Purpose. Enhance longterm collaboration between Freeport Sewer District and Town to leverage capital improvement planning efficiencies, capture State and Federal funding, protect Freeport's natural assets, and improve fiscal sustainability.</p> <p>Goals. Reduce barriers and costs for targeted Downtown development; Identify alternative strategies and funding mechanisms to enable FSD to achieve longterm fiscal sustainability without reliance on connection fees.</p> <p>Impact. Lower up-front costs to accelerate Downtown residential and mixed-use development on existing infrastructure.</p>				
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>				
<ol style="list-style-type: none"> Joint FSD/Town CIP Overlay. Enable collaborative infrastructure planning for desirable growth by compiling a joint CIP that combines upcoming FSD upgrades and planned Town infrastructure investments to enable collaboration for funding, project sequencing & timing. Collaborative Funding Strategy. Leverage the Joint CIP to develop a funding strategy to support FSD, including grant fundraising. Foundation for Long-term Collaboration. Develop a partnership framework for integrated CIP partnership, investment & efficiencies. 				
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>				
<p>In-scope: Town strategies and investments to enable qualified development and leverage state/federal funding opportunities.</p> <p>Out-of-scope: Town investments to support daily operations or routine maintenance and upkeep.</p>				
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>				
<ol style="list-style-type: none"> Develop Joint Capital Improvement & Grant Funding Plan. January/February 2023 with Woodard & Curran support for Town and Sewer District staff Identify and commit Town funding to subsidize connection fees for qualified development projects. Short term bridge funding until longterm strategies are implemented. Recommend evaluation criteria to determine if development projects are qualified for Town-funded connection fee subsidy. Request Town Congressionally Designated Spending. March 2023; \$2 million request Submit Maine Infrastructure Grant Request. April 2023; \$2 million request 				



Downtown Vision Plan Project Charter

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

1. Funding:

- a. \$5,000 ARPA funding allocation to retain Woodard & Curran support; 40 hours to be matched by \$5,000 from Freeport Sewer District
- b. Town connection fee subsidy: \$100,000
- c. Grant matching funds: \$500,000 (\$400,000 for CDS earmark + \$100,000 for Maine Infrastructure Grant)

2. Staff time:

- a. Engineer: 40 hours
- b. Town Manager: 10 hours
- c. Finance Director: 10 hours
- d. FEDC Executive Director: 100 hours

4. Endorsement

	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Parking Requirements Assessment	Date:	01/11/2023
Project Lead:	Brett Richardson, FEDC Sam Kapala, Planning Board Chair	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	phased

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
	Planning Board			
	Freeport Economic Development Corporation			
	Complete Streets Committee			
	Downtown business community			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>(Page 116) 2.7 Assess Parking Requirements for Downtown <i>“The Town should reassess Downtown parking needs, existing regulations and identify misalignment and opportunities for increased efficiencies. If parking requirements are too restrictive, it’ll thwart conversion of empty commercial spaces”</i></p> <p>(Page 35) Action 4: Update zoning for Downtown to align with the long-term vision Timeframe Short-term <i>“Eliminate residential parking requirements in the VC-1 and future TOD districts.”</i></p> <p>(Page 35) Action 7: Assess Parking Requirements for Downtown Timeframe Short-term <i>“The Town should reassess Downtown parking needs, existing regulations, and identify misalignment and opportunities for increased efficiencies. Parking requirements that are too restrictive will thwart conversion of existing empty commercial spaces to residential uses, and worsen any effort to fill vacant commercial space with new tenants. Taking a district-wide parking management approach will allow lots to be redeveloped even if they are too small to provide on-site parking.”</i></p> <p>When parking discussions occur, there will be ongoing public concerns over the equity between parties that are required to provide parking and some providing only a portion of, or none of today’s requirement. Recent parking counts and parking studies suggest that Freeport has surplus downtown parking supply, but there are also public concerns about retaining adequate parking as the town pursues development in the downtown. The key to discussions will be finding a balance between encouraging redevelopment of existing parking lots and staying sensitive to community concerns about going too far too fast in reducing parking requirements and not having enough parking.</p>



Downtown Vision Plan Project Charter

3. Project Elements	
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>	<p>On behalf of the Town, FEDC has applied for a grant from GPCOG to study downtown parking. If awarded, the grant will be used to hire a firm to Summarize current parking demand trends; Assess current downtown land available for infill development; Quantify current excess parking supply; Model impacts to parking supply as infill development consumes existing surface parking; Identify the "tipping point" where conversion of existing surface parking and addition of mixed-use development will undermine accessibility and the Town's "park once" strategy; and, Recommend supply-side and demand-side adaptation strategies, such as maximizing on-street parking opportunities. The goal is to manage the parking demand "tipping point" and enable dense infill adjacent to existing regional transit. If awarded, the Town will need to issue an RFP due to the potential project cost.</p> <p>To adequately analyze parking downtown, the following related issues also need to be considered: general vehicular circulation, signage, on-street parking, and ongoing monitoring of parking lot utilization.</p> <p>Consider addressing properties that are non-conforming with regards to the parking requirement and how to bring them into conformance, including a review of the 2018 Ordinance changes that whether they have resulted in any properties coming into conformity.</p> <p>Shared parking is an asset that the Town should maintain.</p>
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>	<p>In-scope: Data analysis of existing parking supply and requirements; looking at the amount of existing on-street parking existing and whether or not there are opportunities for adding more; review vehicular circulation patterns and signage downtown; monitoring parking lot utilization.</p> <p>Out-of-scope: Parking requirements for other than the Village Commercial I and Village Commercial II Zoning Districts. This conversation pertains to assessment and the Planning Board will not get into things such as parking garages and or EV charging requirements unless it pertains to the parking requirements. Review of circulation and signage could lead to additional projects which would be outside of the project scope.</p>
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	<p>In 2018, significant changes were made to the requirements for off-street parking in the downtown. This resulted in an excess of parking which still exists (by choice) but is no longer meeting a parking requirement. In 2022, in efforts to encourage redevelopment of lots and the creation of multiple-family dwelling units, the off-street parking requirement for multiple-family dwellings was reduced.</p> <p>Data collection – study if funded through GPCOG grant and a continuation of counts of parking lot utilization.</p> <p>Input from Complete Streets Committee (CSC) - general vehicular circulation, signage, on-street parking in Downtown Freeport</p> <p>Upon completion of the Comprehensive Plan update (unless the opportunity arises sooner) and the above referenced steps, we should consider whether or not we can further lower off-street parking requirements.</p>
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	<p>GPCOG grant would need a match of \$2,250; time from Town Engineer and Planning Department Staff; time from Complete Streets Committee, Planning Board and FEDC. Staff time to administer RFP. Possible funding for summer intern to monitor parking lot utilization and conduct analysis.</p>



Downtown Vision Plan Project Charter

4. Endorsement			
	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			

DRAFT



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Wayfinding Signs and Landmarks	Date:	1/17/23, updated 1/25/23
Project Lead:	Kelly Edwards, Visit Freeport Jay Paulus	Committee Name	Multiple
Project Facilitator:	Mary Davis, FEDC	Target Project End Date	6 months post funding plan, installation plan after

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Kelly Edwards	Visit Freeport	Input/Lead		
Jay Paulus	Paulus Design Group, (British Goods owner, plus Visit Freeport Board)	Expert/ Lead		
Adam/Peter	Complete Streets	Town ordinance and rules input		
? Chamber	Business community	input		
? Historical	Parks Community	input		
Jill Johanning	Alpha One	accessibility input		
Suzanne Watson	Meetinghouse Arts			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>To define a plan to update wayfinding for downtown Freeport that communicates/connects downtown and all Freeport assets. The development of a Freeport Master Wayfinding Program should be an overall effort to support the downtown vision of “Downtown for all”, including supporting the look and feel of Freeport, creating wayfinding that supports residents and visitors, encouraging economic efforts in attracting tourism activity, and mitigates congestion that occurs during peak season and large events. A part of a Master Signage Program will identify appropriate locations for permanent gateway signages in the Downtown Commercial Area along with other local attractions throughout Freeport. In addition, street-level visibility, safety, maintenance and replacement costs will be considered.</p> <p>Goals are to deliver a Freeport specific wayfinding plan that can be implemented with early successes and long term benefits to residents, businesses, and visitors.</p> <ul style="list-style-type: none"> Create an Identity at Each Location; Use Landmarks to Provide Orientation Cues; Create Well Structured Paths; Create Regions of Differing Visual Character; And lastly, Don't Give the User Too Many Navigational Choices. <p>Visitors say “I have learned about Freeport assets and know how to get there.” Businesses, Parks, Local Amenities can say, “Visitors came to downtown and visited me because of the wayfinding.” Residents say “The wayfinding colors, signs, kiosks look/feel like Freeport.”</p> <p>Impact: Increase ease of navigating/finding/using Freeport assets.</p>



Downtown Vision Plan Project Charter

3. Project Elements	
<p>B. Deliverables Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</p> <p>Phase I:</p> <ol style="list-style-type: none"> 1. A Wayfinding Signage Master Plan that contains the written analysis, recommendations, proposed sign locations with specific destinations, and detailed fabrication drawings. (the final product) 2. Start now with Conceptual Design: stakeholder buy-in, merchants and resident weigh-in. Report out on what the Wayfinding program will be when it “grows up”. 3. Start now: craft a few design concepts on Town brand and logo as a precursor to sign design. 4. Agreement on a palette of colors, design strategy and installation details. 5. Agreement on a prioritized implementation plan, including costs of signage, kiosks, TBD 6. As above on 2,3, achieve “early success” of first step actions to show progress and success. <p>Phase II: Sign/Kiosk/TBD Trials and Implementation,</p>	
<p>C. Scope List what the project will and will not address (include both in-scope and out-of-scope items)</p> <p>In-scope: Needs Assessment and plan for downtown, including all entrances to downtown (Desert Road, Mallett Drive, Bow Street) and wayfinding to Freeport assets.</p> <p>Out-of-scope: Does not include location/attraction specific branding or logos.</p>	
<p>D. Project Milestones Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</p> <p>(See attached document)</p> <p>Plan completed in 6 months or less, Implementation TBD, typically 12-18 months plus.</p> <p>Opportunities: Visit Freeport could echo design and colors in updated kiosks and Freeport marketing.</p>	
<p>E. Budget List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</p> <p>Phase I; Master Planning, Conceptual Design, Design Development and Bid Documents for (3) three sign type concepts, color, materials, providing signage cost to build and an install, written specification to aid in the solicitation of complete sign contractor's bids for the Town. Estimate \$25,000.</p> <p>Phase II: Signs, Kiosks, Installation, TBD, scoped above. Range of \$\$ and timing dependant upon plan. Recommend integrating with other projects (Mallett Drive, Lower Main Street, Ordinance changes, etc) to gain efficiency of effort and reduce overall implementation costs.</p>	

4. Endorsement			
	Name	Signature	Date
Project Lead	Kelly Edwards, Jay Paulus		
Project Facilitator	Mary Davis		
Town Manager / Town Staff	Adam/Peter??		



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Mallett Drive Transformation	Date:	1/10/2023
Project Lead:	Liz McDonald, Complete Streets Committee	Committee Name	Complete Streets
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	2/1/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Liz McDonald Barbara Guffin	Complete Streets Committee; Connect Freeport			
Steve Cole	Maine DOT Regional Planner			
	GPCOG, PACTS			
Earl Gibson	Public Works			
	Sustainability Advisory Board: Tree Task Force			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Design Mallett Drive as a bicycle and pedestrian friendly connection between Main Street and residential and publicly-accessible land to the north and west. Change Mallett Drive from its present character as a highway and continuation of I-295 to an extension of Main Street.</p> <p>Focus on the proposed Multi-Use Path and road dieting with landscaping, lighting, and traffic calming measures in the near term. Plan for a future (long-term) boulevard (aka Complete Street) concept that complements the multi-use path without undoing any path features (i.e. future proofing).</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <ol style="list-style-type: none"> 1. Multi-Use Path Design Plans and Bid Documents. See Project Milestones for the deliverable schedule. 2. Report that describes how the Multi-Use Path will connect to Main Street. For example, the Complete Streets Committee will consider a few options for safely connecting pedestrians and bicyclists to Main Street with the least amount of conflicts with vehicular traffic. 3. Obtain easements from landowners if a Safe Routes to School is incorporated into Mallett Drive. The Safe Routes to School initiative is a subcomponent of the Multi-Use Path project that provides safe crossings of Mallett Drive for path connections between the Middle School and High School. The Multi-use Path design process will determine if the Safe Routes to School crossing of Mallett is in or out of scope with this project charter. 4. Develop a Complete Street (formerly Boulevard) Planning Study.



Downtown Vision Plan Project Charter

3. Project Elements	
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>	
<p>In-scope: Mallett Drive from the Main Street intersection to the Durham Road, Pownal Road, and Mallett Drive intersection (Route 125/136). Safe to Routes to School Crossing</p> <p>Out-of-scope:</p>	
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	
<ol style="list-style-type: none"> 1. Meet with Maine DOT and schedule survey data collection (February 2023). 2. Issue Request for Proposals to Consultants for the Multi-Use Path Design (May 2023). 3. Present path design options to Committees and Town Council (August 2023). 4. Select the preferred conceptual design path option (September 2023). 5. Complete the Preliminary Design (November 2023). 6. Complete the Final Design and Issue Construction Bid Documents (February 2024). 7. Obtain Mallett Drive paving funds for 2025 paving year (March 2024). 	
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	
<ol style="list-style-type: none"> 1. Procure funding for Mallett Drive Multi-Use Path Construction (\$1,500,000). 2. 500 hours from Engineering to Project Manage the Shared-Use Path and Complete Street designs. Grant application is included in this time estimate. 3. Obtain planning funds to study the Complete Street design (Boulevard) concept that complements the Multi-Use Path project. This study would evaluate the connection to Main Street up to the School Street Intersection. (\$50,000). 4. Obtain Complete Street (Boulevard) construction funds via grants, and partnerships with stakeholders. Assume \$10,000,000 for full Complete Street implementation. 	

4. Endorsement			
	Name	Signature	Date
Project Lead	Liz McDonald (CSC)		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Lower Main Street Transformation	Date:	1/10/2023
Project Lead:	Liz McDonald, Complete Streets Committee	Committee Name	Complete Streets
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Liz McDonald Barbara Guffin	Complete Streets Committee; Connect Freeport			
Steve Cole	Maine DOT			
Kristine Keeney	East Coast Greenway			
	GPCOG, PACTS			
Earl Gibson	Public Works			
	Sustainability Advisory Board: Tree Task Force			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Design Lower Main Street as a bicycle and pedestrian friendly connection between the Downtown Village and Route One South and Desert Road.</p> <p>Focus on a Multi-Use Path and road dieting with landscaping, lighting, and traffic calming measures in the near term. Plan for future intersection improvements that safely connect pedestrians and bicyclists to Lower Main Street, the Concord Brook Trail, and Desert Road.</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <ol style="list-style-type: none"> 1. Obtain Preliminary Design of the Railroad Overpass Bridge replacement from Maine DOT. 2. Identify locations and opportunities for sidewalk widening and road dieting between the West Street and Route One/ Desert Road intersection. 3. Obtain easements from landowners for the Concord Brook Trail between Bath Savings and Concord Road. 4. Complete mapping of paths and sidewalk connections.
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope: Lower Main Street from West Street to Route One/ Desert Road intersection.</p> <p>Out-of-scope: Route One South; Desert Road</p>



Downtown Vision Plan Project Charter

3. Project Elements
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
<p><u>Phase 1: Concord Brook Trail</u></p> <ul style="list-style-type: none"> i. Negotiate easements with landowners for the Concord Brook Trail (Spring 2023). ii. Obtain Concord Brook Trail construction funding (2023). iii. Construct Concord Brook Trail (2024) <p><u>Phase 2: Lower Main Street Traffic Calming</u></p> <ul style="list-style-type: none"> i. Work with Maine DOT to complete bicycle-pedestrian bridge crossing of the Railroad Overpass (2023-2024). ii. Create a Master Plan that incorporates road dieting, sidewalk widening, bike lanes, street trees, signage, landscaping, and lighting (Fall 2024). iii. Implement Lower Main Street Gateway Master Plan (2027-2028).
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
<p><u>Phase One</u></p> <ul style="list-style-type: none"> 1. Procure funding for the Concord Brook Trail just south of the Route One/ Desert Road intersection to Concord Road (~ \$750,000). 2. Obtain design and construction funds to incorporate road dieting, landscaping, and lighting elements along Lower Main Street (Design funds: \$35,000; Construction funds: not yet known). 3. 250 hours from Engineering to Project Manage the Concord Brook Path and Gateway designs. Grant application is included in this time estimate. <p><u>Phase 2</u></p> <ul style="list-style-type: none"> 1. Obtain construction funds for cost sharing with Maine DOT of a multi-use path across the Railroad Overpass (cost share amount unknown as of 1/26/2023). 2. Widen sidewalks along Lower Main Street (assume \$150/ linear foot). 3. Incorporate traffic calming elements along Lower Main Street from the Route One South/ Desert Road Intersection to West Street (assumed \$5,000,000 construction costs).

4. Endorsement			
	Name	Signature	Date
Project Lead	Liz McDonald (CSC)		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Accessibility Trail Maps	Date:	1/10/2023
Project Lead:	TBD	Committee Name	Multiple
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Sally Walsh	Accessibility Task Force			
Carrie Kinne	Freeport Conservation Trust			
? Ryan Burke	Freeport Conservation Commission			
Jill Johanning	Alpha One	Advisor		
Multiple	Land Trusts			

3. Project Elements
A. Project Purpose / Goals / Impact
<ul style="list-style-type: none"> i. Promote accessible routes for people with different abilities. ii. Establish Downtown as a hub for trail connections and create pedestrian and bicycling access from the Downtown to surrounding areas. iii. Create an interactive map that grades accessibility routes from the Downtown to places outside of the Village. iv. Ensure that Freeport is accessible for all and friendly to those aging in place.
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
<ul style="list-style-type: none"> i. Create electronic and printed maps of the existing and proposed trail networks, which identifies the universally accessible trails. ii. Conduct a comprehensive trail evaluation. iii. Assemble a guidance document detailing what qualifies as an universally accessible trail and define in detail what qualifies as an universally accessible trail.
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
<p>In-scope: Town-wide trails only.</p> <p>Out-of-scope: Private properties</p>



Downtown Vision Plan Project Charter

3. Project Elements	
D.	Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
<ul style="list-style-type: none"> i. Base Mapping Completed (8/31/2023) ii. Coordinate and conduct comprehensive trail evaluation between Freeport Conservation Trust, Freeport Conservation Commission, and Maine Trail Finders (9/30/2022) iii. Create Accessible Trail Guidance Document (10/31/2023) 	
E.	Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
<ul style="list-style-type: none"> i. Coordinate mapping tasks with the Freeport Conservation Trust and Freeport Conservation Commission. ii. Hire a mapping professional to update and maintain maps (\$4,000/ year). 	

4. Endorsement			
	Name	Signature	Date
Project Lead	TBD		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Emergency Management Plan and Climate Resilience Plan	Date:	01/16/2022
Project Lead:	Paul Conley, Fire and Rescue Chief Cecilia Smith, Assistant Town Planner	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	12/2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
	FSAB			
	Freeport Fire / Rescue Staff			
	Planning Dept Staff			
	GPCOG			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>“Establish a community resiliency and preparedness plan. Assess the impacts of climate change and how the Town can address them as whole.”</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <p>Chief Conley has conducted a series of meetings with a variety of community stakeholders and town staff to collect the information needed to incorporate into a draft Comprehensive Emergency Operations Plan which is currently being worked on.</p> <p>The Town of Freeport has enrolled in the State’s Community Resilience Partnership and been awarded a grant to fund the position (shared with Yarmouth) for a Sustainability Coordinator. This position is currently being advertised, and once filled, with work with the Greater Portland Council of Governments on behalf of the Town of Freeport to engage the public and assist in the development of a Climate Action Plan for Freeport. GPCOG has already started work on the climate action plan which has already been funded through the municipal budget process.</p>
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope: The Climate Action Plan will help Freeport address the impacts from climate change and guide the decision-making process towards creating a more resilient and sustainable community. The Emergency Management Plan will ensure that we have strategies in place to respond to a wide variety of emergency situations that may occur in our community. Both plans will address all of Freeport; not just the downtown. The work from the Climate Action Plan may get incorporated into the Town’s Comprehensive Plan.</p> <p>Out-of-scope: These are community wide plans with scopes limited to how we will respond to emergency situations in Freeport and to determine the possible impact climate change will have on our Town and how to prepare and minimize the impacts. Planning for other situations will not be included in this Planning process.</p>



Downtown Vision Plan Project Charter

3. Project Elements
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
<p>The Comprehensive Emergency Operations Plan is nearing final draft with the goal for the final draft to be completed early in 2023 and then to the Council for review. There will then be a tabletop exercise in late January or February 2023 with community partners along with the assistance of the Cumberland County Emergency Management Agency.</p> <p>Phase One of the Climate Action Plan was developed in 2022, Phase Two which will include extensive community engagement and the drafting of the actual plan is occurring now and will be completed by December 2023.</p>
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
<p>Both projects will require considerable time from Town Staff including the Fire/Rescue Department and the Planning Department. A funding request may be needed to support a Sustainability Coordinator past the initial 15 months of the grant period to work on the implementation of the Climate Action Plan.</p>

4. Endorsement			
	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			

Draft for review:01.16.2023



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	EV Charging Stations at Municipal Facilities	Date:	1/12/2023
Project Lead:	Valy Steverlynck, FSAB Mandy MacPherson, FSAB	Committee Name	Multiple
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/30/2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
	Freeport Sustainability Advisory Board			
	Complete Streets Committee			
	Public Works/ Building and Grounds			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Reduce greenhouse gas emissions.</p> <p>Consider installing EV chargers at municipal properties in/ near Downtown to further increase opportunities for EV charging stations throughout Town. The Town can be a leader by sustainable choices while also having economic benefits to the community.</p> <p>EV charging stations at the Town Hall and library not only show leadership, but also provide opportunities for public education and engagement within these municipal buildings in addition to any educational infographics located directly at charging stations.</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <ul style="list-style-type: none"> A. Inventory Town-owned properties and evaluate if they B. Create map of Town properties C. Identify traffic and parking patterns: are there “hot spots” where EV chargers would have a high impact D. Identify where EV chargers currently exist E. Table of grant, rebate, and funding source opportunities
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope: (Town Properties) Town Hall, Train Station, Library</p> <p>Out-of-scope: Private properties</p>



Downtown Vision Plan Project Charter

3. Project Elements	
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	
Apply for Efficiency Maine grants during February 2023. Municipal EV Toolkit ME Clean Communities (mainecleancommunities.org)	
<u>Phase 1 Implementation</u> Three locations: Town Hall, Train Station, Library (prioritize the Phase 1 locations)	
Research grant opportunities (e.g., Efficiency Maine, Inflation Reduction Act)	
Phase 2 locations would be outside of the Downtown Village.	
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	
<ul style="list-style-type: none"> ● \$210,000 for 3 locations (Level 2 chargers with \$10,000 of site work and electrical per location). ● Staff time to provide information to FASB (20 admin hours + meeting time). ● Significant time from the Planning and Engineering Departments to design, permit, and construct charging stations (80 hours per charger location). 	

4. Endorsement			
	Name	Signature	Date
Project Leads	Valy Steverlynck, Mandy MacPherson		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	EV Charging Stations for Private Developments	Date:	01/22/2023
Project Lead:	Valy Steverlynck, FASB Mandy MacPherson, FASB	Committee Name	Multiple
Project Facilitator:	Caroline Pelletier, Town Planner	Target Project End Date	by end of FY 2024

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
	Freeport Sustainability Advisory Board	Initiate, propose		
	Planning Board	Review and recommend		
	Town Council	Give early input, approve/deny		

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>“Work with local property and business owners to increase opportunities for EV charging stations in Downtown and Lower Main Street. Not only does this encourage sustainable choices, it also has economic benefits and some companies are adding EV charging stations to their parking lots to attract EV drivers to stop and charge.”</p>
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <p>FSAB is exploring options around whether and/or how to recommend requiring or encouraging EV charging as part of approval conditions for private development. Part of this will include creating an inventory of existing EV chargers in Freeport, including a location and type. They will generate information on potential costs to developers based upon the type of infrastructure proposed including the cost of installing them during initial construction vs later.</p> <p>If there is support from the Council to proceed, FSAB would make suggestions to the Planning Board to update the Zoning Ordinance. (Note: If they select the option of a stand alone Ordinance, it would go to the Ordinance Committee, not Planning Board). Part of this will include proposing the type, location, thresholds (ie: when they are required, who must be allowed to use them, what types of uses must install them, what redevelopment thresholds should require them, etc), and suggest accessibility requirements. They will also consider whether or not the requirement should be phased ie: considering requiring sites be developed to be EV ready and not necessarily require the charger.</p> <p>FSAB will research available grant opportunities that could assist private developments and do public outreach to educate others on opportunities available.</p>



Downtown Vision Plan Project Charter

3. Project Elements	
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>	
<p>In-scope: In scope would be consideration of creating language to require EV chargers and/or EV readiness through the initial steps of inventory, data collection and analysis. This project would potentially look at developing universal language to use in all parts of town. EV infrastructure downtown would provide opportunities for education and leadership by the business community.</p> <p>Out-of-scope: A requirement for single family and duplex units is not under consideration as part of this project.</p>	
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	
<p>Jake D. and Josh O. will introduce the idea to the Council on the 17th of January. FSAB will then further discuss the item and when there is Committee consensus on what to require, return with an idea of what the Town could consider with an Ordinance. Once FSAB has completed research, agreed on a consensus on what to require, and obtained support of the concept from the Council, Planning Department staff will draft an Ordinance or Ordinance Amendments to forward to the appropriate Board for review (if a Zoning Amendment, that would go to the Planning Board and otherwise to Ordinance Committee)</p>	
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	
<p>Planning Department time; possible funding for financial analysis to understand the cost of such a requirement to developers; and/or, possible funding to do an analysis to show the cost of installing now vs later. If the cost of analysis requires a public RFQ, additional staff time may be required.</p>	
F. Grants and Training Opportunities	
<p><u>Grant:</u> Grant opportunities are sometimes available through Efficiency Maine At Work: Electric Vehicles and Charging Solutions - Efficiency Maine</p> <p><u>Webinar:</u> Building Stronger Communities – Municipal EV Development Virtual and In-person at KVCOG & AVCOG, CEBE, GPCOG Tuesday, April 11, 10:00 – 11:30 AM With over \$19 million in EV charging infrastructure investment over the next 5 years, what should municipalities be paying attention to? From installing municipal charging stations to electrifying fleets, charging station ordinances, and EV funding opportunities we'll cover the bases. Presenters include Barry Woods, Senior Director of eMobility, Revision Energy; Sara Mills-Knapp, Director of Sustainability, Greater Portland Council of Governments; Tony Giambro, Municipal Resiliency Coordinator, Center for an Ecology-Based Economy; and Molly Siegel, Electric Vehicle Initiatives Program Manager, Efficiency Maine.⁹ Meeting Registration - Zoom</p> <p><u>Website resources:</u> Municipal EV Toolkit ME Clean Communities (mainecleancommunities.org) Sustainable Transportation - Southern Maine Planning and Development Commission (smpdc.org)</p>	

4. Endorsement			
	Name	Signature	Date
Project Lead			
Project Facilitator			
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Parks Beautification & Maintenance	Date:	01/09/2023
Project Lead:	Adam Bliss, Town Engineer	Committee Name	Multiple
Project Facilitator:	Dan Piltch, Council Chair	Target Project End Date	09/30/2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
TBD	Complete Streets	Keep informed of developments, especially with regards to surrounding public ways		
Courtney Sparks	Library	FCL Director, keep informed of progress, possible improvement to library grounds		
Michelle Barker	Freeport Downtown Improvement Committee(?)	Possible involvement with remaining funds		
TBD	Municipal Facilities Committee			
Brent Moon	Town of Freeport	Public Works		
Chris Wolfe	Town of Freeport	Town Clerk		
Peter Joseph	Town of Freeport	Town Manager		

3. Project Elements
A. Project Purpose / Goals / Impact
Improve and invite more use of parks and open spaces, which will require additional maintenance to ensure spaces are well-cared for. The Town should explore creating a parks or maintenance department within Public Works and scale up equipment and staffing over time to meet new, expanded needs.
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
<ul style="list-style-type: none"> - Research parks/rec studies from other towns [Dan & others] - Identify and inventory town-maintained facilities/parks/land within the downtown area [Adam] - Identify the ideal tasks/projects that we'd like to see in a parks department - Identify the current tasks/roles that buildings/grounds department currently does [Adam] - Draft a vision - Host a session for public input on the vision — focusing on the vision, rather than the implementation
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
In-scope:
Out-of-scope: Areas out of downtown



Downtown Vision Plan Project Charter

3. Project Elements	
D. Project Milestones	<i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>
	<p>2/28/23: Complete inventories of studies, town lands and existing roles</p> <p>3/31/23: Identify ideal roles/projects</p> <p>4/30/23: Solicit input from stakeholders</p> <p>5/31/23: Draft vision for parks and staff structure</p> <p>7/31/23: Host public session to gather input on the draft vision</p> <p>9/30/23: Recommendation to Town Council for any changes</p>
E. Budget	<i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>
	<p>Short term: Continue to fund 3 positions for Buildings & Grounds staff at present value. No direct impact on current budget.</p> <p>Future: May require additional funding to outsource some tasks from Building & Grounds staff, or capital improvements for specific park projects.</p>

4. Endorsement			
	Name	Signature	Date
Project Lead	Adam Bliss		
Project Facilitator	Dan Piltch		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Support Local Arts Programming, Festivals, and Events by Building Public Infrastructure in Existing Public Spaces	Date:	1/5/2023
Project Lead:	Dan Piltch, Council Chair	Committee Name	Meeting House Arts
Project Facilitator:	Adam Bliss, Town Engineer	Target Project End Date	6/1/2023

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Suzanne Watson	Meeting House Arts			director@meetinghousearts.org
Public Works	Town Department			egibson@freeportmaine.com
?	Hilton Garden Inn			
Tawni Whitney	Freeport Chamber			
Margaret or Kelly	Visit Freeport			

3. Project Elements
A. Project Purpose / Goals / Impact
Public infrastructure attracts people and events which promote the Community's values, character, and heritage. Support local arts programming and events by building public infrastructure, including bathrooms, a pavilion, and stages for outdoor performances, and make the programming of the event permitting process effortless.
B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i>
See Project Milestones and Budget Sections for Phase 1 Deliverables
<u>Broader Scope (longer term) Deliverables</u> <ol style="list-style-type: none"> 1. Create map of publicly-accessible parcels and infrastructure in the Downtown Village. 2. Create an inventory of public parcels in the Downtown Village that describes existing and proposed amenities. 3. Produce cost estimates of the amenities proposed at each site. 4. Write a summary memorandum with attachments 1, 2, and 3 above. 5. Present findings to Council with accompanying budget requests.
C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i>
<p>In-scope:</p> <ul style="list-style-type: none"> ★ Town Hall ★ Memorial Park ★ Leon Gorman Park ★ Town-Owned Lot behind Starbucks (aka Hot Dog Park) ★ Park in front of Public Safety building ★ Train Station? ★ Library <p>Out-of-scope: Parcels outside of the Downtown Village; Private properties</p>



Downtown Vision Plan Project Charter

3. Project Elements

D. Project Milestones *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*

- Phase 1
- Schedule music and events at Memorial Park and Town Hall by March 1, 2023.
 - Construct wooden platform (stage) on ground at Memorial Park by May 15, 2023.
 - ★ The Memorial Park stage is a pilot project. It's success will be evaluated based on the location within the park, preferred stage layout from three different design options, and the public process that recommends whether to move forward with constructing a larger pavilion at this location or choose another location.
 - ★ Coordinate bathrooms with abutting property owners or install porta-potties.
 - Complete the Town Hall Beautification front lawn area by June 5, 2023.
- Phase 2
- Identify a location for large scale pavilion by October 31, 2023.
 - Design a large scale pavilion based on popularity, use, and public process from Phase 1 by December 1, 2023.
 - Issue Request for Proposal to Contractors to build and install pavillion at the location identified above.

E. Budget *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*

Phase 1
Use \$5,000 from the Memorial Park Capital Account for materials and labor to construct stage as a pilot project

Phase 2
The success of the Memorial Park pilot project will inform whether to construct a Pavillion at this location or identify a more suitable location such as Leon Gorman Park. A full-size pavilion is estimated to cost more than \$100,000 at the scale shown in the Downtown Vision Plan rendering.

4. Endorsement

	Name	Signature	Date
Project Lead	Dan Pilch		
Project Facilitator	Adam Bliss		
Town Manager / Town Staff			



Downtown Vision Plan Project Charter

1. General Project Information			
Project Name:	Transportation	Date:	1/17/2023
Project Lead:	TBD....	Committee Name	Transportation
Project Facilitator:	Mary Davis	Target Project End Date	trial summer 23

2. Project Team Members and Stakeholders				
Name	Committee / Group	Role	Telephone	E-mail
Tawni Whitney	business input			
Kathy Smith	Resident/experience			
Ed Bradley	Council			
Mary Davis	econ input			

3. Project Elements
<p>A. Project Purpose / Goals / Impact</p> <p>Consider a transportation system that would connect the train station/Breeze drop to hotels, businesses, attractions both in town and places of interest a short distance away.</p> <p>Goals/Benefits:</p> <ul style="list-style-type: none"> -Provide connection within downtown and to a rich variety of outdoor, cultural, historic, activity attractions. -Symbolize the change in Freeport from shopping only to “do” in Freeport -Bring train, bus, businesses together in a connected, mobility supported transportation system -Support the “park once” goal and sustainability goals of utilizing public transportation (Downeaster, Breeze, etc.) -Support businesses and attractions within and outside town center. -Provide a greater access to our offerings fo visitors and residents.
<p>B. Deliverables <i>Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)</i></p> <p>Initially, bring a consultant and group of interested parties together to describe a business plan that outlines key stakeholders, lessons learned from other communities, cost estimates with operational and capital expenses, number of routes envisioned, implementation plan, and owner.</p>
<p>C. Scope <i>List what the project will and will not address (include both in-scope and out-of-scope items)</i></p> <p>In-scope: Trolley or bus system that services moving people from train/bus to other locations. scope could be main street, to adjacent business areas, to surrounding “outdoor” locations. Connections to existing public transportation</p> <p>Out-of-scope: tbd</p>



Downtown Vision Plan Project Charter

3. Project Elements	
D. Project Milestones <i>Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones</i>	
Phase I: Spring 2023: Plan and proposal for project(s) with involvement of key stakeholders. Phase II: Plan TBD	
E. Budget <i>List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.</i>	
Phase I: fund an expert to help define a business plan. Estimate \$10,000. Phase II: Implementation \$ TBD	

4. Endorsement			
	Name	Signature	Date
Project Lead	TBD		
Project Facilitator	Mary Davis		
Town Manager / Town Staff	TBD		