

ITEM #
February 14, 2011



To: Town Council

From: Appointments Committee *DM*
Jessica L. Sullivan, Chair
Caitlin R. Jordan
Sara W. Lennon

Re: Appointments Committee Recommendations

Date: January 31, 2011

The Appointments Committee has completed interviews to fill vacancies on various boards and commissions and three citizens at large for the newly-formed Future Open Space Preservation Committee.

The Appointments Committee recommends the following appointments:

Conservation Commission	Garvan D. Donegan Term to expire 12/31/2013	12 Cranbrook Drive
Planning Board	Richard B. Olfene, Jr. Unexpired term to expire 12/31/2011	99 Old Ocean House Road
Zoning Board of Appeals	Christopher Straw Term to expire 12/31/2013	597 Shore Road
Future Open Space Preservation Committee	Wayne A. Brooking, Jr. Craig Cooper Bo Norris	223 Two Lights Road 150 Ocean House Road 76 Brentwood Road

Thank you for your consideration.

Application for Boards and Committees Inbox X

Garvan D. Donegan to me

Below is the result of your feedback form. It was submitted by
 Garvan D. Donegan (on Friday, January 21, 2011 at 22:18:37

Date: January 21, 2011

Committee No. 1: Future Open Space Preservation Committee

Committee No. 2: Conservation Commission

Committee No. 3: Planning Board

Address: 12 Cranbrook Dr. Cape Elizabeth ME 04107

Home phone:

unlisted:

Work phone:

Occupation: Graduate Student

Employer: GRADUATE STUDENT / Contracted Land Use Planning & Environmental Assessment . GDD, LLC.

Why these boards?: I believe strongly in the importance of Public Service, and enjoy working & studying in Land Use and Strategic Environmental Assessment everyday! To serve on a board that implements plans & policy pertaining to Cape Elizabeth, the town I grew up in, would be of the highest honor.

Skills/Talents: I believe I bring not only an intrinsic love for the area of Cape Elizabeth & its surrounding ecological resources & professional resources & expertise.

Some skills include but are not limited to: GIS, systems thinking, grant writing, applied research & evaluation & a background in Renewables, CPD, Smart Growth, SD Initiatives, & Public Policy & Management.

(important to note: exceptional familiarity with Cape's geographical landscape & Comp Plans)

Previous Service: Masters in Community Planning & Development Candidate at the University of Southern Maine's School of Planning & Development, worked for various state, municipal boards & governments, non-profits, volunteer organizations, & community service groups.

I'm involved with a number of environmental non profits within the area, as well as a Sitting Board Member for The Cape Wind (cwhrbird.org/Our-Board.php) & Chair the Wind Power Committee. I have been a board member of CWHR for a year and a program at the University for approximately a year as well.

Other work around the community includes but is not limited to, being Part of the Sustainable Design Assessment Architects (AIA), & was published by the EPA's New England Environmental Finance Center (East Bayside's Path to Sustainable Agriculture).

My Capstone / thesis revolves around making Renewable Systems more cost effective & strategic from a planning perspective using Geographic Information Systems (GIS) adaptation analysis.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes



Cape Elizabeth ME,
04107

Mr. Garvan Desmond Donegan

Education: Graduate/
Under Graduate

Muskie School of Public Service; University of Southern Maine

Current

- Master's in *Community Planning & Development*
- PhD in *Public Policy Management & Law*

Eckerd College

St. Petersburg Fl.

Graduated: May, 2008

- Double Major in Political Science & Environmental Sciences
- Honors

Professional
Experience

GDD, LLC : Green Design & Development

Owner

- Newly established Land Use Planning Consulting & Contracting Services.
- Applied Research & Evaluation – specialties include making renewable systems more cost effective & strategic from a planning perspective.

Contracted Land Use Planning for *Pinehurst Development LLC*

Current

- Land Use Planning: Wetlands delineation, Grant writing, and qualitative and quantitative research on development practices in the Eastern Corridor.
- Implementing principles of *Smart Growth*

- Affordable Housing Development Analysis

Alan Holt Community Design Studio / American Institute of Architects

- Part of a collaborative Sustainable Design Assessment Team (SDAT).
- Analysis of socioeconomic and environmental factors of Portland, Maine's East Bayside area.

The EPA's New England Environmental Finance Center at the University of Southern Maine

(Current)

- Research approaches allowing renewable energy and land conservation to be more cost effective and strategic from a planning perspective.

The Corporate Library : *Corporate Governance Research*

Analyst (past)

- *Bob Monk's* Independent research and rating firm for corporate governance research, executive compensation data and investment risk analysis.
- *Served as an Executive Compensation Data Analyst.*

Policy Associate with the Ocean Conservancy

2007-08

- Assisting with Ocean Conservancy's International Coastal Cleanup policies.
- Development of Methods to reduce Bycatch & Depredation

Associate for District 16 Florida *State Senate Representative Charlie Justice*
St. Petersburg, FL

- Campaign strategies and initiatives, public communication, press coordination, local outreach, and phone banking: 2006 midterm elections

Additional
Professional
Activities

Sitting Board Member of the *Center for Wild Life Health & Research*

- *CWHR* conducts research and outreach about leading threats to wildlife, and applies research findings to reduce impact from these causes. We implement change through education, social marketing, and citizen science and policy recommendations.
- Wind Energy Committee

Environmental Assessment Team for Pinellas County's Cunningham Key, FL.

- Development of Invasive Species Removal Restoration Project & mapping and data entry via Geographical Information Systems
- Goal: Protecting the integrity of Florida's natural ecosystems from biological degradation from invasive species (specifically *Schinus terbinthifolius* & *Casuarina*).

Maine Woods Program & Maine's Land Use Regulation Commission (LURC)

- Research and Development for Maine's Comprehensive Land Use Plan. Qualitative and Quantitative research of Maine's Comprehensive Land Use plan for the Maine Land Use Regulation Commission.

Professional memberships

- Sitting Board of Director for *The Center for Wildlife Health & Research (CWHR)*
- Tampa Bay Watch - a 501(c)(3) nonprofit stewardship program dedicated exclusively to the charitable and scientific purpose of protecting and restoring the marine and wetland environments of the Tampa Bay estuary.
- Founding Member of *Eckerd College's Branch of The Association of Environmental Professionals*.
- *E.C. Association of Environmental Professionals elected: Treasurer.*
- Member of Non-profit Environmental Organization: Friends of Casco Bay; Citizen Scientist

Awards /Educational Certification

- **Publications** : USM's Muskie School of Public Service: '*Open Space & Pathways of Exposure : Sustainable Initiatives in Portland's East Bayside*': <http://muskie.usm.maine.edu/research/publications.jsp>.
- Project WILD & Aquatic Project WILD certified in Professional Development in Environmental Education by the *Florida Fish and Wildlife Conservation Commission*.

- Eckerd College Honors Program
- Elected Academic & Project Leader for Excellence and dedication in upper synthesis assignments.

References Available Upon Request

Application for Boards and Committees Inbox X

Richard B. Olfene, Jr. to me

Below is the result of your feedback form. It was submitted by
Richard B. Olfene, Jr. on Monday, January 03, 2011 at 23:30:42

Date: January 3, 2011

Committee No. 1: Planning Board

Committee No. 2: Future Open Space Preservation

Committee No. 3: Zoning Board of Appeals

Address: PO Box 62226 / 99 Old Ocean House Road

Home phone:

Work phone:

unlisted:

Occupation: Bank Loan Officer

Employer: TD Bank

Why these boards?: To recognize the things our citizens and community cares about, so Cape Elizabeth will continue accomplishment.

Skills/Talents: Problem solving skills
Negotiation skills
Conversation and interpersonal skills
Flexibility
Commitment
Time

Previous Service: RESUME

Richard B. Olfene, Jr.
PO Box 6226 / 99 Old Ocean House Road
Cape Elizabeth, Maine 04107

Summary of qualifications

- * Demonstrated ability to manage people and complete projects in keeping with company goals and expected results
- * Excellent interpersonal, customer service, and conflict resolution skills
- * Practical and organized, with an experienced background in operations, problem solving, and attention to detail

Work Experience

October 2008 to present, Commercial Workout Officer, TD Bank, N.A., Portland, ME

- * Manage defaulted commercial lending relationships throughout Bank's domestic geographic footprint
- * Negotiate and restructure commercial loans to improve asset quality and minimize monetary loss
- * Liquidate and sell collateral and real estate securing promissory Notes

- * Initiate and represent the Bank in legal proceedings relating to assigned loan portfolio

February 2008-October 2008, Certified General Real Estate Appraiser, Eagle Point Enterprises, LLC, Portland, Me
 * Perform rent comparability studies and real estate appraisals throughout the United States for the United States D multiple private clients

February 2007-February 2008, Vice President and Commercial Workout Officer,
 TD Banknorth, N.A., Portland, ME

- * Manage defaulted commercial lending relationships throughout Bank's domestic geographic footprint
- * Negotiate and restructure commercial loans to improve asset quality and minimize monetary loss
- * Liquidate and sell collateral and real estate securing promissory Notes
- * Initiate and represent the Bank in legal proceedings relating to assigned loan portfolio

2000-February 2007, Assistant Vice President and Special Asset Officer, Androscoggin Bank, Lewiston, ME

- * Managed Special Asset and Collection Department for 12 branch, \$600M community Bank
- * Developed, implemented, and managed Bank wide collection procedures that minimize consumer and commercial maximizing recovery of charged off debt
- * Reduced annual delinquency rate from 4.5% to 0.65%; recovered 41% of charged-off debt; managed loan loss to 55% of budgeted reserve
- * Interacted with consumer and commercial credits to cure delinquencies, implement work out plans, and negotiate
- * Managed the repossession, foreclosure, and liquidation of pledged collateral and real estate
- * Analyzed personal and commercial financial statements and reviewed complex real estate appraisals; knowledge state consumer codes
- * Prepared reports and associated documents utilizing a variety of Microsoft software

1999-2000, District Executive, Pine Tree Council, Boy Scouts of America, Portland, ME

- * Managed volunteer leaders, programs, budgets, training, fundraising and activities for central Maine tri-county Sc

1991-1999, General Certified Real Estate Appraiser, Gosline and Company, Gardiner ME

- * Prepared complex real estate appraisals and business valuations
- * Used thorough knowledge of industry endorsed valuation practices plus interpersonal and negotiation skills to pro
- * Worked with a wide range of clients, establishing a reputation for integrity and thoroughness

1989-1991, Sales Manager, W.A. Messer Co., Westbrook, ME

- * Managed multi-person sales and support staff; purchased inventory; implemented successful sales and marketing
- * Interacted with vendors to assure the manufacture and delivery of quality products

1979-1989, District Rental Manager, Ryder Systems Inc., South Portland, ME

- * Managed marketing, sales, operations, and staffing for international company specializing in daily and long term l
- * Interacted closely with service and support personnel to ensure superior customer service
- * Negotiated pricing, made purchasing decisions, trained staff, collected receivables

1977-1979, Transportation Safety Investigator, Maine Public Utilities Commission, Augusta, ME

- * Conducted highway and onsite safety audits of ICC and PUC regulated contract truck carriers throughout Maine

1976-1977, Collections Manager, Northeast Bank of Millinocket, Millinocket, ME

- * Developed and implemented a Bank-wide loan collection and management program, reducing delinquencies from
- * Counseled consumer customers on credit and budget issues

Professional Licenses

Associate Real Estate Broker, State of Maine

Community Involvement

Past Chief Executive/Potentate, Kora Shriners, Lewiston, Maine, 1999

Past President, Northeast Shrine Association, 1999

Past President, Southwestern Maine Board of Approved Football Officials, Inc., 1975

College Football Official, E.C.A.C. / N.C.A.A.

Member, U.S. Coast Guard Auxiliary

Mentor, Long Creek Youth Development Facility, South Portland, ME

Education

B.S. Criminal Justice, Northeastern University, Boston, MA, 1976

Accredited banking courses: American Bankers Association, American Institute of Banking, Northeast Center for F
Banks

Accredited appraisal courses: Appraisal Institute, University of Southern Maine, Maine Department of Transportatic
Professional and personal enrichment courses and seminars

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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Application for Boards and Committees Inbox X

Christopher Straw to me

[sl](#)

Below is the result of your feedback form. It was submitted by
Christopher Straw | Friday, January 21, 2011 at 17:26:47

Committee No. 1: Planning Board

Committee No. 2: Zoning Board of Appeals

Committee No. 3: Future Open Space Preservation

Address: 597 Shore Road

Home phone:

unlisted:

Occupation: Attorney

Employer: Wilmer Cutler Pickering Hale Dorr

Why these boards?: Continued interest in playing a role in the long term strategic planning of the town plus an inter

Skills/Talents: Strong analytical skills, familiarity with land use, zoning,

Previous Service: Cape Elizabeth Land Trust member

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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Application for Boards and Committees Inbox X

Wayne A Brooking Jr to me

Below is the result of your feedback form. It was submitted by
Wayne A Brooking Jr on Tuesday, January 18, 2011 at 01:11:09

Date: January 17, 2011

Committee No. 1: Future Open Space Preservation Committee

Address: 223 Two Lights Rd

Home phone:

unlisted:

Work phone:

Occupation: Private Investigator

Employer: G4S Compliance and Investigations

Why these boards?: I think it is vitally important for the town to preserve and protect open spaces.

Skills/Talents: Current vice president of the Cape Elizabeth Historical Preservation Society

Previous Service: Town of Fryeburg Board of Appeals (6 years 2 as chair)
Town of Fryeburg Cemetery Committee

Employed By Town/School: No

Volunteer For Town/School: Yes

Town volunteer explanation: Volunteer for the Cape Elizabeth Historical Preservation Society

Flexible Schedule: Yes

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Application for Boards and Committees [Inbox](#) X

Craig Cooper to me

Below is the result of your feedback form. It was submitted by
Craig Cooper on Wednesday, January 26, 2011 at 16:31:22

Committee No. 1: Future Open Space Preservation Committee

Address: 150 Ocean House Road

Home phone:

Work phone:

FAX:

unlisted:

Occupation: General Contractor

Employer: Rainbow Construction, Inc.

Why these boards?: I would like to see a good balance between open space and development for the town of Capri

Skills/Talents: I have served on several boards and committees in the past for several organizations. As a builder/contractor, I understand the town and it's open space requirements.

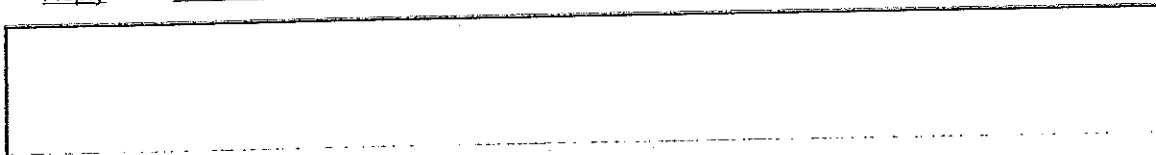
Previous Service: Maine Handicapped Skiing Board, Committee member, and fundraiser 15 years Jessie Blais
Club, board and committee member 10 years

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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Application for Boards and Committees Inbox X

Bo Norris to me

Below is the result of your feedback form. It was submitted by Bo Norris) on Monday, January 17, 2011 at 18:39:15

Available 1/24 + 1/26

Date: January 17, 2011

Committee No. 1: Future Open Space Preservation Committee

Address: 76 Brentwood Road

Home phone:

Work phone:

FAX:

unlisted:

Occupation: Consulting

Employer: Maine Network Partners

Why these boards?: I have a strong interest in land conservation, good land use planning/zoning and consensus b

Skills/Talents: Knowledge of land conservation issues via employment and nonprofit board work, experience creati consensus-building processes, familiarity with Cape Elizabeth's Comprehensive Plan

Previous Service: Local: Cape Elizabeth Education Foundation - 3 years

Other: Numerous non-profits (see resume)

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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BO NORRIS

76 Brentwood Rd. Cape Elizabeth, ME 04107

Strategic Planning & Management Experience

Maine Network Partners

- Co-founded an organization focused on supporting Maine's grassroots leaders and non-profit organizations in developing collaborative solutions to achieve greater impact.

Northern Forest Center

- Created the Rural Destination Tourism Network, a collaboration among NGO's and private sector businesses focused on developing profitable nature-based tourism opportunities in the Northern Forest via non-profit, private and public sector collaboration on branding, marketing and product delivery.

Environmental Funders Network

- Spearheaded the formation of an organization, in conjunction with the Maine Community Foundation and Maine Philanthropy Center, dedicated to convening individuals, foundations and corporations with an interest in Maine's environment to learn about, collaborate on, and fund strategic initiatives to improve the impact of private philanthropy.
- Recruited founding seven-member steering committee and currently guide in the areas of governance, organizational development and collaborative funding.

Center for Cultural Exchange

- As interim Executive Director, successfully guided organization through a difficult transition period brought on by a deep financial crisis and loss of founding leadership.
- Conducted in-depth financial and situation analysis and led Board of Directors through a critical and successful decision-making process on the future of the organization.
- Raised vital short-term funds from key supporters and facilitated the hiring of new leadership.

The Nature Conservancy, Maine Chapter

- Created long-term strategies and plans for successfully raising funds from 80 individual, foundation and corporate donors that contributed to securing \$2.6 million for conservation projects and operations.
- Effectively executed 2002 annual giving campaign over-achieving a \$1.19 million goal and successfully ran two annual campaigns for the Corporate Conservation Council of Maine raising over \$165,000 respectfully and resulting in 100% renewal rates.
- Initiated collaborative partnerships focused on donor management with worldwide Nature Conservancy staff and other conservation organizations.
- Managed two individuals with critical responsibilities for membership relations and gift processing.

Borealis Yurts, Inc.

- Created and executed a business plan based on innovative product design, excellent customer service and adherence to the highest quality manufacturing standards which resulted in the achievement of \$250,000 in annual sales in a small, highly competitive market.
- Responsible for strategic planning, financial management, production and marketing functions.
- Negotiated \$ 20,000 working capital line of credit and raised over \$ 80,000 in outside capital.
- Established and managed successful relationships with sub-contractors and developed reputation for honesty, high product quality and outstanding customer support.

Peace Corps

- Devised and implemented a still on-going project to create a profitable business employing underserved women in the production of high quality handmade paper items from waste paper and indigenous plant materials.
- Obtained a \$ 1000 grant from Western New York/Jamaica Partners of the Americas for startup funds and successfully solicited the Government of the Netherlands for equipment donations.
- Booked over \$J 5000 in sales within three months and began regular payment of wages. Successfully secured lasting commitments to the project from Peace Corps, Jamaican NGOs and local businesses.

Leadership & Philanthropy

Lennox International, Inc.

- Board Director of this global designer, manufacturer and marketer of heating, ventilation, air conditioning and refrigeration equipment. 2001 – Present
- Chair - Public Policy Committee. Member - Pension & Risk & Governance Committees.

Environmental Funders Network

- Founding Chair 2005 – Present

Rural Destination Tourism Network

- Co-Founder 2007 - Present
- Member, Governor's Nature-Based Tourism Task Force 2008 - Present

Maine Network Partners

- Founder 2007 - Present

Non-Profit Boards

- Maine Chapter of The Nature Conservancy 2009- Present
- Common Good Ventures (Governance & Development Committees) 2006 -Present
- Maine Philanthropy Center (Member Services Committee) 2005 - Present
- Maine Wilderness Guides Organization (Governance Committee, Treasurer) 2005 - Present
- Cape Elizabeth Education Foundation (Finance & Strategy Committees) 2006 - 2009
- Center for Cultural Exchange (Executive Committee, Interim Executive Director) 2004 - 2005
- GlobalQuest (Finance Committee) 1999 – 2006
- Businesses for the Northern Forest 1997 – 2001

EMPLOYMENT HISTORY

Northern Forest Center , Concord, NH	Project Coordinator	2006-2007
The Nature Conservancy , Brunswick, ME	Associate Director of Philanthropy	2001-2005
Borealis, Inc. , Dover-Foxcroft & Gray, ME	Co-Founder/President	1988 - 2000
Peace Corps , Jamaica, W.I.	Economic Development	1985 - 1987
Lennox International, Inc. , Dallas, TX	Internship	Summer 1983
Fort Worth National Bank , Ft. Worth, TX	Senior Credit Analyst	1981 – 1982

Additional Employment: Manager of cross-country skiing operations at Little Lyford Pond Camps, Wilderness Trip Leader at Camp Chippewa (Minnesota) and Chewonki Foundation (Maine), and Solar Technician at Lennox Industries, Inc.

EDUCATION

University of Michigan , Ann Arbor, MI	M.B.A.	1982-1984
Emphasis in organizational behavior, finance, and strategy. Member Business Forum on Social Issues.		
Texas Christian University , Fort Worth, TX	B.B.A.	1976-1980

Double major in Finance and Economics. Dean's List. Lambda Chi Alpha National Honor Initiate. First undergraduate Portfolio Manager for the William C. Conner Foundation, at the time the nation's largest student-managed investment fund with assets over \$1 million.