

1. Parks Commission Meeting

Documents:

[PARKS COMMISSION AGENDA 2.3.17.PDF](#)
[PARKS COMMISSION MEETING MINUTES 01052017.PDF](#)
[RULES OF LBC.PDF](#)
[RULES OF PARKS COMMISSION REVISED 11.2014_3.PDF](#)
[PARK COMMISSION 2017-02.PDF](#)
[2018-2027 PARKS CIP.PDF](#)
[FRIENDS COMMUNITY PARTNERS HANDBOOK.PDF](#)
[ANNUAL REPORT_2016 FINAL.PDF](#)

1.I. Meeting Minutes Amended

Documents:

[PARKS COMMISSION 01052017 MINUTES AMENDED.PDF](#)

1.I.i. Parks Commission Meeting

Documents:

[PARKS COMMISSION MINUTES 02022017 AMENDED.PDF](#)



Gregory A. Mitchell
Director, Economic Development Department

Commission Members: Carol Hutchins, Craig Lapine, Cynthia Loebenstein, Diane Davison, Chair, Dory Waxman, Vice Chair, Jaime Parker, Meri Lowry, Michael Mertaugh, Nathan Robbins, Steve Morgenstein, Travis Wagner and Councilor Belinda Ray

Parks Commission Agenda

February 2, 2017

5 PM

City Hall ~ 389 Congress Street ~ Room 24

City of Portland Commissions are not required to take public comment under FOAA and are Ordinance is silent regarding the duties of the Commission. The Commission has the discretion to not allow or allow public comment during its meetings, including the authority to limit the duration of comments. Since the Commission makes recommendations to the City Council, public comment is available at that level.

- | | | |
|------------------|---|----------------------------|
| I. | General Citizen Comment Period | (5 min) |
| II. Agenda Items | | |
| A. | Acceptance of Meeting Minutes- January 5, 2016 | (3 min) |
| B. | New Business | (15 min) |
| | <ul style="list-style-type: none"> • Allow public comment on action items • Establish a PC "Recruitment Committee" • Amend PC rules to elect PC officers (Chair/Vice Chair) in June • Select date for SPS | |
| C. | Communications/Updates | (20 min) |
| | <ul style="list-style-type: none"> • Councilor Ray – Fort Sumner update • Ethan – <i>written report provided for preview</i> <ul style="list-style-type: none"> o FY18 – 10 year CIP process update | |
| D. | Unfinished Committee Business | (20 min) |
| | <ul style="list-style-type: none"> • Park Initiatives - | Chair – Steve (no report) |
| | <ul style="list-style-type: none"> • Finance Committee | Chair – Michael |
| | <ul style="list-style-type: none"> • Annual Report/Inventory Committee | Chair – Travis (no report) |
| | <ul style="list-style-type: none"> • Strategic Planning Session; discuss agenda draft & select date | |
| | <ul style="list-style-type: none"> • PC-LB meeting with Michael Goldman | |
| E. | Commissioner requests for Agenda Items | (2 min) |

The Mission of the Portland Parks Commission is to advocate for the enhancement and stewardship of our parks and open spaces. Review and propose projects that impact parks and open spaces and recommend action. Foster collaboration among park users and the City. Promotes public access and enjoyment. Advocate for public and private funding for parks and open spaces. Enjoy Portland for Life

**Parks Commission
Meeting Minutes
Thursday, January 5, 2017
5:00 PM
City Hall, 389 Congress Street, Room 24**

In attendance: Commission members Diane Davison, Cynthia Loebenstein, Craig Lapine, Meri Lowry, Councilor Belinda Ray, Jaime Parker, Travis Wagner, Steve Morgenstein, Dory Waxman, Michael Mertaugh, Carol Hutchins, and Nathan Robbins. City Staff Members: Sally DeLuca, Ethan Hipple, and Alli Carroll.

Diane called meeting called 5:10pm

I. Citizen Comment Period

- a. George Rowe mentions the public comment issue that has come up in recent Parks Commission and Land Bank meetings. He states that the Land Bank Commission received advice which was different from what Parks Commission obtained. Mr. Rowe just wants to be clear and that he thought it to be a very simple matter and that committees should require to observe the public comment. Besides that, he is very interested in Peppermint Park. He believes leasing is off the table and hopefully that is in Sally's update. Diane pulls our attention to the agenda and states that both issues are on their radar.

II. Motion to accept December 6, 2016 Meeting Minutes.

- a. Belinda motions to accept the December 6, 2016 meeting minutes and Michael seconds. Travis states that his intent during that meeting was not to change the ordinance but to adopt it as a policy in Parks Commission as a request to lease the land at Peppermint Park. He requested to strike the misleading sentence, 6th line down from the top of the page. Meri also pointed out the 11th line down that states "very short open spaces" and asked to strike "very short" from the sentence. Diane asks, all in favor of accepting minutes as amended. Passed unanimously.

III. Agenda Items

a. New Business

- i. Diane begins the new business portion of the meeting with issue of public comment on action comments and proposes that they table this until the Land Bank and Parks Commission meeting. There was then a small discussion on the matter. Michael supports public comment due to his personal experience. Steve, however, is worried that too much public comment can cause meetings to get bogged down. Diane suggests the three-minute rule to try to control the meeting more and to avoid discrepancies. Travis suggests accepting written comment but the group believes that their meeting is too tight to accept all written comments and that it puts a lot of pressure on staff. Finally, they decided to table it until they speak with Land Bank.
- ii. Caitlin Cameron joins us tonight regarding the Congress Square Redesign. WRT presented on December 15th during a public meeting. Traffic will be reworked with project to improve accessibility. Ideally would like to create an identity due to it residing in the arts district. Also, would like to create an open space for citizens. This is a schematic design but there is a lot of steps to go through still. Materials and such for example are not selected yet. Caitlin is interested in obtaining feedback and thoughts on how the schematic meets the vision for the space and how it will improve accessibility. Cynthia suggested very durable materials such as granite and states that she is very excited about the plaza in front of the art museum. Michael is very pleased with its simplicity. Nathan enjoyed seeing it come together but wonders what they plan to do with storm water? Caitlin says they haven't gotten to that yet but they will be using local plants that will be naturally watered by rain. Travis is nervous that it may be high maintenance cost. Ethan says that now that this is designed, we are meeting with field staff to discuss what to expect. Everyone continues to praise Caitlin on the great design and she finalizes

this agenda item by asking everyone to please reply online or to email her directly. Everyone thanks her.

IV. Communications/Updates

- a. **Fort Sumner Moratorium update (future view protection for Portland's green spaces):** Councilor Ray says that Michael was fantastic with bringing ideas from other communities. She then directed members to view the picture of the progress and stated that in the overlay zone a development could not rise over 160.27 feet. So, it keeps everything below the viewing area of the plaza. Therefore, the roof, AC unit and everything else needs to go below this height. When you move from the plaza, that height goes down so that the view stays optimal. They are still on track for this project. Jaime wonders if future green spaces will be addressed more generally or city wide. Belinda states that different parks have different needs, so we need to go place by place. Michael questions what happens if the schedule is not met; Is there something where the developer can move ahead? Belinda says that she doesn't believe so but she has double checked and this can be retroactively enforced. I can't see it not passing. Very confident. Nathan suggests that it might be good to reference the date of the data. Michael states that it was a remarkable effort and model of what cities should do when a precious resource is under threat. Kudos to the planning board and city council. He suggests that a formal letter of gratitude be written and given to the parties involved. Diane, Alli and he will work on it.
- b. **Amethyst Lot note:** Ethan says a design team has been picked and it is Stantec which has a team over 200. They have done some amazing waterfront projects and have a really strong local office. Contract needs to be finalized and then it will move forward. Jaime asks if there will be a rep for Parks Commission on it. Diane says that Doreen and her have tag teamed on it.
- c. **FY18 CIP Process update:** Sally wants to share with you the CIP updated list. She asked each division what they need, listed it, and then finally, the bold and italicized is what made it through. She worked with each division manager and then had to go back and prioritize. When she thought about how she should prioritize, she tied with whether it would bring in revenue and which ones were old requests that kept being put off. Sally asked for \$4.1 million last year we got over just over \$2 million. If you go down to #8, that's the \$2 million mark, showing you which projects that Ethan asked for that made it into the list. Also, just because it's on her list doesn't mean it will be on Jon Jennings list. It will be finalized soon because Jon wants it before the city council so that projects can get it started in the Spring.
- d. **Peppermint Park (lease update):** Meri asks if it is the departments preference that the ally way gets removed. Sally says it is our preference to sell it. Ethan says the departments looked at it very carefully and talked with staff and police, and we think it won't be a loss to the public since it's not in use anyways. Meri believes a sale might make more sense. Sally says that this is a playground for children but it was being used by those who are doing a lot of drugs. Now that we have closed it off, we haven't seen as much of the issue. Meri states that Land Bank had a discussion last month and they haven't made a recommendation yet. Jaime disagrees. We need to take everything into consideration. I understand staff and police concerns. It's a problem area and it has been for a long time. But we need to think long term. He believes it's short sighted to sell it and that leasing is a better option. There was more discussion regarding which was best but nothing was decided.

V. Unfinished Committee Business

- a. **Finance Committee:** Michael said they discussed in particular five options for financing. One: general obligation bonds. Two: Support investments as park infrastructure. Three: Increase property taxes. Four: citizen initiatives and impact fees. Finally, five: TIFs (tax increment financing). Would love to improve the quality of parks because they are capital investments. They could be valuable if the city has major acquisitions. Conclusion, the best would be to improve ongoing budget process and do a better job of documenting needs.
- b. **Annual Report/Inventory Committee:** Jaime motions for the inventory to be adopted at the same time as the report. Craig seconds. Cynthia would like cemeteries to be protected as well. Meri says cemeteries are not parks. There are properties that deserve the protection of parks. What Parks

Commission is doing now is not that. It is just a current parks inventory list. Meri also thinks that Parks Commission should wait until their meeting with Michael for legal advice and to set a definition of parks for future use. Travis thinks we should move forward with a new definition and that this is an organic list that's going to change. We shouldn't delay it any more. Craig asks if there is any back up documents that define these properties. Ethan says there are bounds and parcel definitions. Also, Nathan says Obrien street: last page should be spelled "O'Brion Street". Belinda says that University Park may be better listed below rather than on the top list due to it being a Land Bank property. Motion passed as amended with one descending.

Motion to adjourn at 6:57pm.

Rules of the Portland Landbank Commission

Article 1. General Provision.

Section 1. These rules are supplementary to the provisions of Chapter (2), Article III-A of the Municipal Code as it relates to the procedures of the Landbank Commission and are adopted pursuant to the authority granted in Section 2-42(g) of said Code.

Section 2. Roberts Rules of order shall supplement these rules and shall control procedures not covered by these rules.

Article II. Officers and Duties.

Section 1. The officers of the Commission shall be the Chair, Secretary and Treasurer as provided in Section 2-42(g) of the Municipal Code.

Section 2. The Chair, Secretary and Treasurer shall be elected annually by the voting members at the first regular meeting in January.

Section 3. The Chair shall appoint chairs and members for those committees as may be appropriate. Chairs of committees shall be appointed from voting members of *the Commission*.

Article III. Meetings.

Section 1. Regular meetings shall be held on the 1st Thursday every other month (except July and August) at 5:00 p.m. in City Hall or at such other time and location of which notice is given. Where a regular meeting day falls on a recognized holiday, the regular meeting shall be held on the following Thursday.

Section 2. Special meetings may be called by the Chair at the Chair's discretion or upon request of three or more Commission members, provided that a twenty-four hour notice is given each member.

Section 3. Meetings of any committee of the Commission shall be held at the call of the Commission or the committee chair or by agreement of at least two sub-committee members.

Section 4. The Chair shall set the agenda for regular meetings of the Commission, workshops, public hearing and other meetings.

Section 5. The Commission may, by a majority vote, specify a date for an agenda item.

Article IV. Order of Business.

Section 1. All regular meetings of the Commission shall proceed as follows:

- a. Roll call and declaration of quorum
- b. Reading and approval of minutes of the previous meeting
- c. Communications
- d. Unfinished Business
- e. New Business
- f. Adjournment

Article V. Notice.

Notice shall be given in the same manner as for City Council standing committees; i.e. by listing in the City calendar, which is distributed to the public, except that in the event of an emergency meeting, best practicable notice will be given through direct notice to the local newspaper and other media, as appropriate.

Article VI. Conduct of Public Hearings

Section 1. The public will be given an opportunity to comment on any item under consideration by the Commission prior to a final Commission action on that item. Rules governing the procedure for such public comment shall be determined by the Commission.

Article VII. Deliberations, Voting, Decisions.

Section 1. The Commission may meet and deliberate at any properly called meeting, regardless of the presence of a quorum, or may continue consideration of such matter to any later meeting. However, no final action shall be taken on such a matter without a quorum being present.

Section 2. Five (5) votes shall always be required to authorize a grant or loan for acquisition of, or to recommend to the City Council the disposition of, any property interest acquired or disposed of hereunder, pursuant to Section 2-42(g).

Section 3. Recommendations to the City Council shall include findings of fact and the reason or reasons for such recommendation and shall contain a separate statement setting forth the recommendation of the Commission.

Section 4. The Commission will take no final or binding vote on a recommendation to the City Council unless it shall first have stated its findings, reasons and conclusions at a meeting open to the public.

Section 5. When a vote is completed it shall be in order for any member who voted in the majority, in the negative, in a tie vote, or otherwise on the prevailing side, to move for reconsideration thereof at the same or at the next regular meeting but not afterwards; and when the motion for reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote completed at a previous meeting shall be in order for consideration at the next regular meeting unless an item to that effect is contained on the agenda for such regular meeting or unless two-thirds of voting members consent to such reconsideration.

Section 6. Any item finally acted upon and not thereafter reconsidered shall not again be considered for a period of one year next succeeding the Commission's final action on the original item if the Commission determines it to be in the same or substantially the same form, unless two-thirds of the voting members consent to such reconsideration.

Section 7. In the event of a tie vote, the matter shall be postponed until the next meeting, where it shall be considered as unfinished business.

Section 8. Any member with an interest, or an appearance of an interest, in a question before the Commission may abstain from participation in deliberations on the question under discussion and from voting on such question, or said member may be excused from such participation and from voting on the question by majority vote of the commission. Any member with an interest, or the appearance of an interest, must disclose that interest, or appearance of an interest, in a question prior to the Commission's deliberations on that question.

Article VII. Amendment of Rules

Section 1. These rules may be amended, or suspended, by a two-thirds affirmative vote of the members of the Commission.

Section 2. The proposed amendment must be presented in writing at a regular or special Commission meeting preceding the meeting at which the vote is taken.

Article IX. Annual Report

Section 1. The Commission shall annually file a report with the City Council and City Manager consisting of, at least, these two items which are required by the City Code provisions related to the Land Bank Commission:

- 1) The Registry of all open spaces to be filed annually by the Commission under the City Code Section 2-42(h)(1). That Section of the Code specifies that the Registry shall list all open space "of the types in Code Section 2-43(a), publicly or privately owned, located within the city or abutting the City as potential buffer areas, for the purpose of providing information pertinent to property utilization, protection, development or use of such open space. The registry must show all property interests then currently held by the city, including a description of the use of those interests and all acquisitions, improvements or dispositions of all property interests held by the city at any time during the year preceding each filing. The Commission shall determine and list in the registry the open space lands which meet the criteria in section 2-43(a) and which have significant value for preservation through the Land Bank, and those which are of lesser or no value for preservation and those which are more appropriate for other uses. The foregoing determinations shall include a prioritized list of any recommended acquisitions for the Land Bank, as well as the Commission's rationale for its determinations. The Commission shall actively seek comments on the proposed registry from the Planning Board, Friends of the Parks, City departments and the general public at a public hearing prior to adopting the registry or revision to the registry and forwarding it to the Council for review. Said registry or revision thereto shall be subject to the approval of the City Council." The types of land and interests specified in Section 2-43(a) are the following:
 - Ocean, harbor, river, stream, or pond frontage and adjoining back lands;
 - Fresh or saltwater marshes, estuaries, flood plains and adjoining uplands;
 - Islands;
 - Land for future passive public outdoor recreational use, including hiking trails, bicycle paths, green belts and high elevations with a view;
 - Aquifers, aquifer recharge areas and other ecologically fragile or significant property;
 - Properties with unique historical or geological characteristics or otherwise important to the community's cultural welfare;
 - Woods or forest land;
 - Farmland or wildlife habitat;
 - Open spaces which help to shape the settlement pattern of the community by promoting the neighborhood concept and discouraging sprawl;
 - Vacant parcels of land, vacant building and properties or buildings and properties in significant disrepair which may be reclaimed for the purpose of establishing natural areas of conservation and opens pace land; or
 - Conservation or trail easements and other similar interests in land.
- 2) The operating and Capital budget for all expenses and projects of the Commission required to be submitted to the City Manager annually by Code Section 2-429H)(9).

That section of the Code specifies that the budget "shall include a separate budget for expenditures from the Land Bank Fund, which expenditures will be limited to the purposes for which this fund is dedicated."

Rules of the Portland Parks Commission

Article 1. General Provision.

Section 1. These rules are supplementary to the provisions of Chapter 18, Article I of the City Code as it relates to the procedures of the Parks Commission (hereinafter, "Commission") and are adopted pursuant to the authority granted in Section 18-10(c)(1) of said Code.

Section 2. Roberts Rules of order shall supplement these rules and shall control procedures not covered by these rules.

Article II. Officers and Duties.

Section 1. The Commission shall consist of thirteen (13) members as follows: one (1) member of the City Council who is also on the Transportation, Sustainability and Energy Committee; one (1) member representing Friends of Deering Oaks; one (1) member representing Friends of the Eastern Promenade; one (1) member representing Friends of Evergreen Cemetery; and one (1) member representing Portland Trails shall be appointed for three-year terms by the city council; and seven (7) members representing the public-at-large and one (1) member representing the Land Bank Commission, who shall be appointed for three-year terms by the City Council.

Section 2. The officers of the Commission shall be the Chair and Vice-Chair.

Section 3. The Chair and Vice-Chair shall be elected annually by the Commission members at the first regular meeting in January. The City Council and Land Bank Commission representatives are not eligible to serve as Chair or Vice-Chair of the Commission.

Section 4. The Chair shall appoint chairs and members for those committees as may be appropriate. Chairs of committees shall be appointed from voting members of the Commission.

Section 5. There is no prohibition on officers serving consecutive terms in the same office.

Article III. Meetings.

Section 1. Regular meetings shall be held the 2nd Thursday of each month at 5:00 p.m. or at such other time and location of which notice is given by the Commission.

Section 2. Special meetings may be called by the Chair at the Chair's discretion or upon request of three (3) or more Commission members, provided that a twenty-four (24) hour notice is given to each member.

Section 3. Meetings of any committee or subcommittee of the Commission shall be held at the call of the Commission or the committee chair or by agreement of at least two subcommittee members.

Section 4. The Commission may, by a majority vote, specify a date for an agenda item.

Section 5. The Chair shall set the agenda for regular meetings of the Commission, workshops, public hearing and other meetings.

Article IV. Order of Business.

All regular meetings of the Commission shall proceed as follows:

- a. Roll call and declaration of quorum
- b. Approval of minutes of the previous meeting
- c. Communications
- d. Unfinished Business
- e. New Business
- f. Adjournment

This order of business may be amended for any given meeting in the discretion of the Commission.

Article V. Notice.

Notice of meetings shall be given in the same manner as for City Council standing committees; i.e. by listing in the City calendar, which is distributed to the public, except that in the event of an emergency meeting, best practicable notice will be given.

Article VI. Conduct of Public Hearings

Section I. The public may be given an opportunity to comment on any item under consideration by the Commission prior to a final Commission action on that item. Rules governing the procedure for such public comment shall be determined by the Commission.

Article VII. Deliberations, Voting, Decisions.

Section 1. Fifty percent (50%) of the members of the Commission either in person or electronically shall constitute a quorum.

Section 2. The Commission may meet and deliberate at any properly called meeting, regardless of the presence of a quorum, or may continue consideration of such matter to any later meeting. However, no final action shall be taken on such a matter without a quorum being present.

Section 3. Recommendations to the City Council shall include facts and the reason or reasons for such recommendation and shall contain a separate statement setting forth the recommendation of the Commission.

Section 4. The Commission will take no final or binding vote on a recommendation to the City Council unless it shall first have stated its findings, reasons and conclusions at a meeting open to the public.

Section 5. When a vote is completed it shall be in order for any member who voted in the majority, in the negative, in a tie vote, or otherwise on the prevailing side, to move for reconsideration thereof at the same or at the next regular meeting but not afterwards; and when the motion for reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote completed at a previous meeting shall be in order for consideration at the next regular meeting unless an item to that effect is contained on the agenda for such regular meeting or unless two-thirds of voting members consent to such reconsideration.

Section 6. In the event of a tie vote, the matter shall be postponed until the next meeting, where it shall be considered as unfinished business.

Section 7. Any member with an interest, or an appearance of an interest, in a question before the Commission shall disclose or abstain from participation in deliberations on the question under discussion and from voting on such question, or said member may be excused from such participation and from voting on the question by majority vote of the commission.

Article VII I. Amendment of Rules

Section 1. These rules may be amended, or suspended, by a two-thirds affirmative vote of the members of the Commission.

Section 2. The proposed amendment must be presented in writing at a regular or special Commission meeting preceding the meeting at which the vote is taken.

Article IX. Annual Report

Section 1. The Commission shall annually file a state of the parks report with the City Council and City Manager on the physical, economic, and social status of each of the City of Portland's parks and/or public spaces and recommendations as to those spaces.



Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Director
Parks Division

Memorandum

TO: Parks Commission
FROM: Ethan Hipple, Parks Director
SUBJECT: Parks Update
DATE: February 2017

Budget

Operations budget process ongoing, due to City Hall in February. Parks Division advocating for additional staff in Parks, Horticulture, Cemetery and Forestry sections to bring maintenance to a higher standard and improve customer service.

Events in Parks

Working with Public Assembly staff to set guidelines on the number of large scale events in high use parks such as Payson, Back Cove, Deering Oaks. The intent is to continue to permit a large number of events, while promoting sustainable use of public spaces and reducing impact to trees, turf, etc...

Paper Streets

Planning Department is reviewing all paper streets in Portland, and Parks staff are involved for input on paper streets abutting parks, trails, cemeteries, etc....

Peppermint Park

The City Manager has indefinitely postponed either selling or leasing the closed-off alley that leads from Peppermint Park to Montgomery St.

Signage

Parks staff are including significant funding for large and small signs in the FY18 budget.

Farmers Market

Convened a meeting of Farmers Market and City Staff to discuss impact on Deering Oaks Park trees and turf. Working with Farmers to identify alternative locations in Deering Oaks to rotate the use and impact.

Winter Operations

Middle Parking Lot on Cutter St (Eastern Prom) will now be fully closed as a sled runout area when snowy conditions exist.



Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Director
Parks Division

The city now maintains a map on Parks page depicting real-time status and conditions of 6 winter pond skating sites throughout Portland.

<http://www.portlandmaine.gov/1063/Parks>

Parks Division oversees:

- Plowing on 100+ miles of sidewalk and city trails (Back Cove, Eastern Prom, etc...)
- Plow all city parking lots.
- Maintain access at Evergreen Cemetery and Forest City Cemetery.
- Shovel all city buildings.
- Plow and maintain 4 skating ponds, and XC ski trails. Golf Course maintains another 2 skating ponds.
- Maintain sledding hills and Terrain Park.

Parks Encroachments

Parks staff working with Corporation Counsel to address park encroachments by abutters. Significant encroachments of yard waste, fences in multiple park properties. Letters to select property owners will be sent Winter 2017. Letters are educational in nature and give property owners several months to fix the problems before further action is taken.

Deering Oaks Playground Improvement

Improvements to the Adventure Hill play feature are approximately 80% finished. Tree and landscape plantings will occur in Spring 2017, as well as installation of water feature.

Ft Gorges

After a slight delay in the RFP process due to continued fundraising by Friends of Ft Gorges, Preservation Plan RFP submitted and proposals due February 2017. Stairway repair project complete—city funded. Army Corps of Engineers work ongoing: bat study in progress, site drawings and project prep underway. On the ground installation Winter/Spring 2017.

Lincoln Park Walkways

Design in progress—90% complete. Fountain removed November 28 for restoration. Walkway construction to start Spring 2017.

Amethyst Lot

Stantec selected as Designer/Engineer. Stakeholder's kickoff meeting held 1/26/17. Public input sessions TBA.

Bayside Trail Phase II

Public meeting held to gather input on Bayside Trail route. Reviewing alternatives.

[illegible]

Portland Parks Capital Improvements: Projects Over \$25,000

Last Updated:

1/23/17

The following schedule illustrates the long term plan for upkeep and improvements of Portland Parks and Open Spaces. It represents the Parks Division's best estimate for timing and cost. Dates and amounts are subject to change at any time. Prior to implementation, all projects would need support of Director of Parks, Recreation and Facilities, City Manager, and City Council.

[illegible]



Friends and Community Partners Handbook

2017

Portland Parks Commission
Parks, Recreation & Facilities Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101

FRIENDS AND COMMUNITY PARTNER HANDBOOK

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INTRODUCTION

The success of Portland Parks, Recreation & Facilities (PRF) depends on collaborative support, advocacy, assistance, and enthusiasm through dedicated public stewardship efforts. Each year, dedicated Portlanders help our city's parks, natural areas, trails, playgrounds, athletic and recreational facilities and programs flourish through individual volunteerism and/or through work with a host of organized "Friends and Community Partners" (FCP).

Recognized FCP demonstrate a level of commitment and service that is transformative for parks and open space. With a commitment to protect public interest, these groups donate hundreds of volunteer hours of labor, as well as raise funds which strengthen Portland's park and recreation system. Partnerships formed between municipalities and local constituency groups are beneficial for parks & open spaces. These relationships are essential for site management and successful fundraising support.

The intent of this handbook is to highlight where mutual benefit exists for PRF and FCP in order to promote collaboration. There is no intent to add to the complexity and "bureaucracy" or to constrain the legal autonomy of any group; rather to define practices; clarify values, obligations, and expectations; as well as commit to a spirit and method of collaboration and accountability. In this document, the words "partner" and "partnership" are used, not in their legal sense, but to reflect a shared commitment to collaboration for the mutual benefit of PRF and FCP. Nothing contained in this handbook is intended to create, or shall in any event or under any circumstance be construed as creating, a legal partnership or a joint venture between PRF and any FCP organization. Guidance in this handbook was developed using input from the Parks Commission, PRF management, staff liaisons, friends and allied partner groups, and the public at-large.

As of October 2016, approximately 14 Friends/Community Partner associations were listed on the City of Portland website.

Brief Summary of the Portland Parks Commission

The Parks Commission was established by the City of Portland in 1983. The Park Commission's mission is to advocate for the enhancement and stewardship of our parks and open spaces. Review and propose projects that impact parks/open spaces; recommend action with respect to same; foster collaboration among park users and the City; promote public access and enjoyment; advocate for public and private funding. Collaborations with FCP have been instrumental in achieving goals focused on improvement, beautification, preservation, redevelopment, social programs and other objectives, reflecting an ongoing commitment to improving quality of life within Portland's parks, open spaces and trails.

GOALS AND ACTIVITIES

Best Practices to Promote Collaboration between PRF and FCP

Projects in Portland parks are accomplished in several ways:

- PRF initiates and implements project independently of FCP.
- PRF initiates project and implements in collaboration with FCP.
- FCP initiates project and implements in collaboration with PRF.

Once PRF determines a partnership is the best way to accomplish a project or an important objective, PRF staff generally will follow one of these strategies for implementation:

- (a) negotiate an agreement based on a proposal from an existing FCP group; or
- (b) seek an existing FCP group and propose an arrangement; or
- (c) assist in the creation of a new FCP group/partner.

Once that relationship is established, PRF will seek to:

- **Align Shared Vision and Mission.** Develop a shared vision of work to be accomplished-reflecting both the broad body of work (mission) and each project or initiative to be undertaken.
- **Practice Fairness and Transparency.** Provide a consistent, fair, and open review process for all initiatives.
- **Ensure Good Communication.** The success of every partnership is dependent upon the structure, frequency, and quality of communication between the partners.
- **Maintain an Environment of Trust.** Trust, coupled with accountability, is an essential ingredient for successful partnerships and enables collaboration and contribution.
- **Honor Mutual Commitments.** Partnerships require shared goals and objectives agreed upon prior to project implementation and commitment to each other's success.
- **Network and Build Relationships.** Successful partnership efforts establish formal systems to identify people who can add value and support.
- **Honor Diversity and Inclusivity.** Diverse group leadership, membership, and service recipients provide value and continuous improvement to any partnership.
- **Ensure Cultural Sensitivity.** Cultural sensitivity and proficiency ensures partners have the skills to provide a park and recreation system that is relevant to people of all ages, genders, ethnicities, sexual orientation and cultures.
- **Negotiate a Formal Agreement.** FCP may be required to enter into a formal written Memorandum of Understanding (MOU) agreement with PRF that describes work plans, assigns responsibilities, and identifies mutual interests, risks and expectations. This agreement will also outline management and disbursement of funds raised for the specific project and the bidding and hiring process with contractors who will provide improvements.
- **Roles, responsibilities and accountability must be clearly defined and identified for each party to the MOU agreement to enable ongoing oversight and communication protocols must be established.**

Spectrum of Functions for Friend & Community Partners

In addition to the Best Practices listed above, FCP may also provide the following functions in its partnership with PRF:

- **Advisory:** Provide advice to PRF staff on a particular aspect or element of the PRF system following official endorsement by the Parks Commission and the Portland City Council.
- **Advocacy:** Advocacy may be expressed through a variety of options, including:
 - a) Public testimony during formal City hearings
 - b) Discussions and written correspondence with key decision makers and key stakeholders
 - c) Sponsorship
 - d) Raising cash or in-kind contributions and/or

e) Volunteering time

- In specific instances with prior approval from PRF, FCP may share responsibilities for Service Provision: Joint programming and shared results between PRF and its partner.

Examples

Current existing examples of FCPs which successfully partner with PRF include Portland Trails, Cultivating Community and Friends of the Eastern Promenade. FCPs are usually formalized entities (non-profit, private or public) with responsibilities for enhancing or improving PRF program operations or services. FCPs generally provide financial support beyond collection of fees or in-kind provision of goods and services compared to PRF financial investment.

Memorandum of Understanding: A legally binding Agreement (MOU) is required in all cases where a service or improvement is made to City property by an FCP group. Sample MOU included in appendix.

Agreement forms: Formal City approved and/or endorsed agreements in most cases require PRF park permit, license agreement, concession agreement, FCP agreement, management agreement or memorandum of understanding, or City Council approval,

In some instances a more robust role for the FCP might be contemplated, leading to independent program operation of a park site by the FCP. Example: in 2015 the Friends of Congress Square Park had a shared mission with PRF and demonstrated capability to invest significant financial and technical resources to mostly operate Congress Square Park independently. While any such partner must manage the site to PRF approved policies, rules, and standards; day-to-day operations & programming may be completed without significant PRF involvement. Some site or building maintenance functions may remain with PRF. This instance also requires a legally binding agreement

In other instances the FCP may participate in financing, building, operating and maintaining a park or open space facility. In this case it must be established to PRF satisfaction that the FCP has identified shared goals and mission with PRF and the capability to finance, build, operate, and maintain a project or facility to the mutual benefit of the partnership, PRF, and the community. The FCP will abide by PRF policies, rules, and standards via a formal long-term agreement with limited involvement by PRF. Capital improvements made by the Partner may be transferred to PRF at the conclusion of the agreement. A legally binding Agreement will be required.

CONSIDERATIONS FOR GETTING ORGANIZED

The information in this section identifies some fundamental organizational components, which should be considered when officially organizing an FCP group.

Early efforts to involve neighbors, residents & stakeholders as FCP successfully provides a cross-section of interests, talents, resources and good public relations for the FCP and its park/open space and can serve as a source of enthusiastic and energetic members and volunteers.

Organizational Meeting

While the idea for forming an FCP group often begins with discussions among a small group of citizens, it's important to expand the group to the neighboring community members and potential stakeholders at the earliest time possible to ensure collaborative engagement in the organizational process.

Identifying clear goals of what FCP hopes to accomplish is also a helpful way to provide structure to the meeting(s) and avoid an open agenda which limits its effectiveness. One way to accomplish this would be to call the first FCP meeting after the core group has identified general ideas for consideration, but before those ideas are seen as the only approach possible. A potential drawback to avoid here is that the core group has developed a complete blueprint for the organization, without inclusion of process and input from other interested members of the community (stakeholders, residents etc) who should have the ability to contribute.

It is common for organizers to appoint people to serve as temporary chairperson and a record keeper (minutes) to summarize each meeting, highlight group discussion and record decisions. You may also choose to collect attendee's names, addresses, phone numbers, email addresses, and areas of interest and expertise at the meeting. Other general considerations for meetings include creating an agenda, and having a detailed map of the proposed boundaries of the FCP group displayed at meetings. (Maps may be available from City of Portland for some areas).

All meeting minutes/summaries should be maintained as part of a permanent record and kept in an official book along with other important documents such as the charter, by-laws, and financial statements. A separate location of computer files is also helpful in the event the book is lost or misplaced.

Park/Open Space Boundaries

An early step should be to define the specific area the FCP group proposes to represent. The City of Portland can provide information on the boundaries of surrounding registered FCP. Overlapping with an existing FCP should be considered and potential for collaboration encouraged in order to avoid potential conflicts

Goals And Objectives

FCP goals and objectives should be based on an assessment of present conditions, likely improvements or changes, and identifiable needs of the park/open space. The City of Portland has a number of documents such as the Portland's Comprehensive Plan, Peninsula Traffic Study, or A New Vision for Bayside that may be researched to further aid in establishing appropriate goals and objectives. Typically, a systematic identification of park/open space issues, subsequent goal statements, and a simple ranking of priorities is often an excellent starting point for an initial program.

Create a Mission Statement

The mission statement may identify a problem or a goal and, while they don't go into a lot of detail, they start to hint - very broadly - at how your organization might fix these problems or reach these goals. Some general guiding principles about mission statements are that they are concise, outcome oriented and inclusive.

Concise mission statements generally get their point across in one sentence. Outcome-oriented mission statement explains the fundamental results your organization is working to achieve. While mission statements do make statements about your group's key goals, it's very important that they do so very broadly and in an inclusive way. Good mission statements are not limiting in the strategies or sectors of the community that may become involved in the project.

By-Laws

Incorporation as a non-profit entity enables receipt of funds from charitable foundations, corporations and individuals. By-laws govern the conduct of the FCP groups. They are adopted by the members and can only be changed by the organization. By-laws include a description of the organization's purpose, membership rights and qualifications, election and voting procedures, titles of officers and board members, terms and responsibilities, and rules for amending the by-laws. Some organizations may want to make all the decisions at membership meetings while other organizations may delegate more responsibilities to their board and officers.

Articles Of Incorporation & Tax Status

An FCP is not required to incorporate, but may wish to do so in order to be eligible for other programs and potential grant sources. To incorporate, an FCP group must develop Articles of Incorporation, which are to be filed with the Secretary of State. Link included in attachments

State and federal tax regulations for nonprofit organizations should be reviewed during the organizational process. The committee reviewing tax regulations should work closely with the committee preparing the Articles of Incorporation. Please refer to sample Attachment III.

STAYING ACTIVE

Standing Committees

The most important aspect of any FCP is the ability to maintain an active and engaged organization. The Group must continue to involve members & residents in all activities and issues in order to operate effectively. This may include fund-raising, park/open space events, ongoing communications, special projects, and community involvement.

If your FCP group is to function on a continuing basis, standing committees can be helpful to work on specific interests and make recommendations to the membership. Committees may be formed to cover projects or programs including fund-raising, executive duties, programming, project oversight, social events, among others. Organizations should maintain broad representation on such committees to create greater participation in the planning and decision-making process.

Many organizational decisions need to be made by FCP and some decisions require research. While most suggested committees (below) could be the foundation of organizational committee structure, some may

choose to form ad hoc committees for some select processes. In either case, recommendations developed within committees should be presented to the general board/membership for review and adoption. Sample areas for committees may include the following, however other committees may be appropriate for particular FCP:

- Organizational structure (officers, policies, procedures, board of directors, by-laws, articles of incorporation and tax status).
- Research and Outreach.
- City liaison
- Park, Open Space or Trails boundaries.
- Friends/Community Partner goals and objectives.
- Standing committees such as Executive and Finance/Budget committees, etc.

Fundraising and Finances

Fundraising is one of the most important elements in maintaining an active organization. FCP should develop budgets to identify the resources and costs necessary to carry out project goals and sustain a successful operation. Groups generate funds in a variety of ways including dues and special events such as open space tours. In some cases, donations can be requested for special projects (more information on this is included in the “Specific Projects” heading below). Dues assessed each member vary among FCP and should be adequate to sustain basic organizational functions.

Fundraising activities are limited only by the creativity, interest, and commitment of the FCP and its members. Outreach with other successful FCP can be an invaluable support resource. Maine Association of Nonprofits is a wealth of information and offer educational opportunities for organizations at any level of capacity.

nonprofitmaine.org

Friends & Community Partner Events

Many FCP groups have special events, programs, lectures, cleanup campaigns, annual picnics or holiday events, which serve to enhance and promote the Park/open space. Such events stimulate pride, raise funds, educate and draw interest in the organizations mission. Scheduling these events during different times of the year (e.g. spring cleanup, July 4th festival,) provides continuing interactions among members and citizens interested in the FCP’s organization. Such events/programs should be carefully planned to involve as many residents/members as possible, manage costs . and coordinate various assignments.

Ongoing Communications

Good communication is critical for an effective organization in which members stay involved and committed. Newsletters and regular meetings are proven ways to maintain a high level of interest and participation. A yearly survey of park/open space interests and any current issues is also a good way to encourage communication and engender interest and participation. Many associations distribute their newsletters via email to members, stakeholders and community leaders to encourage a continuing dialogue. Communication among members/residents through newsletters, regular meetings, or special events is extremely important and should never be underestimated.

Using the Internet to set up group email lists and/or an association website can be an especially useful tool in all of these efforts. The time and expense of a website should be well worth the effort given the savings in printing and distribution of materials versus traditional methods.

Keep your friends/community partner contact information current with the City Manager's Office (756-8288).

Specific Projects

FCP may advocate for, fundraise, and collaborate with the PRF on specific projects for their identified parks/open spaces. Projects encourage all residents to become more involved. Some frequent or typical projects include flower planting, tree maintenance, sidewalk repair or shoveling programs, adopt a park, safety and access and graffiti removal, to mention a few examples which are excellent ways to get everyone involved.

City Of Portland Meetings (Notification to the City of Portland)

FCP will generally receive notice of proposed changes or development proposals, which directly affect the associated park/open space. However, there are many other government actions, which may affect your park/open space directly or indirectly. By appointing someone as city liaison to monitor the City of Portland meeting schedule, you can stay abreast of the decisions being made and have input into those decisions. Please see the city website homepage for a complete weekly schedule and agendas of all City of Portland public meetings.

Portland City Council meetings are generally held on the first and third Mondays of each month at 5 PM in Council Chambers at Portland City Hall. -Please refer to the City of Portland website for updated information regarding meeting schedules for City Council workshops; Planning Board, Historic Preservation Board or any other appropriate city committees. The Parks Commission meets on the first Thursday of each month.

Annual responsibilities of FCP shall be provided to the Parks Commission for our Annual Report in conjunction with City's fiscal calendar; July 1 – June 30 of the previous year. Examples of what this information shall include are:

- In-kind contributions

- Total volunteer hours

- Programming report, including:

- Total number and category of events

- Average attendance

Percentage of Master Plan improvements achieved (if applicable)

CONCLUSION

FCP have contributed immeasurably to the quality of life in the City of Portland by:

- Providing a forum for individual voices to be heard;
- Helping determine community priorities and influence community decisions;
- Advocating and collaborating on projects which have improved the appearance of the community and stimulated pride in parks/open spaces and the community as a whole;
- Providing an opportunity for residents to learn new skills and serve as a training ground for new community leaders; and
- Contributing to the vibrancy of our City, the well-being of residents and to a spirit of cooperation, volunteerism and community among citizens.

The ultimate goal of a FCP is two-fold: (1) to achieve immediate objectives for the enhancement and conservation of their park/open spaces and (2) to build an organization that will endure and grow stronger over time. FCP efforts, from, park cleanups, raising funds for special projects or speaking at public hearings, strengthens your organization and reinforces the quality of life for the city as a whole. In this sense, parks/open spaces are the building blocks of the city.

If we can help you, please call on us. We wish you much success in all your endeavors!

APPENDIX

ATTACHMENT I

The following is a sample of bylaws from Friends of the Eastern Promenade,
BY-LAWS
OF
FRIENDS OF THE EASTERN PROMENADE
ARTICLE I - NAME, DEFINITIONS AND PURPOSES

1.1 Name. The name of the Corporation is Friends of the Eastern Promenade.

1.2 Purposes. The Corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the United States Internal Revenue Code. In particular, the Corporation's purposes are to preserve the significant historic public landscape, protect the environmental integrity, and enhance recreation use of the Eastern Promenade in Portland, Maine.

ARTICLE II - MEMBERS

2.1 Membership Eligibility. Membership is open to any individual over 18 years of age, or any entity, that supports the purposes of the Corporation. There shall be no separate membership classes.

2.2 Membership Dues/Donations. Members must pay annual dues as determined by the Board of Directors.

2.3 Voting Rights of Members. Each Member in good standing shall have the right to vote for the Directors of the Corporation and on any other matters submitted by the Board of Directors to the Membership, as further set forth in these Bylaws. Each Member shall have one vote; provided, however, that no more than two Members from a given household shall have the right to vote.

2.4 Membership Meetings.

a. Regular meetings. Regular meetings of the Members may be held at such time and place as the Board of Directors may determine.

b. Special Meetings. Special meetings of the Members may be called at any time by the President, by the Board of Directors, or by petition in writing signed by not fewer than twenty-five (25) Members of the Corporation entitled to vote and filed with the Secretary. Ten (10) days' written notice as to the time, place, and subject matter of the Special Meeting must be given to all voting members. At such Special Meetings no business shall be transacted which is not specified in the notice of the meeting.

c. Annual Meetings. An Annual Meeting of members of the Corporation shall be held in every calendar year, under the direction of the Board of Directors, for the purpose of electing Board members, hearing reports and conducting such other business as may properly come before the Corporation.

d. Quorum. At any meeting of the Members, ten (10) Members shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice. When a quorum is present at any meeting, a majority of the votes properly cast by members shall decide any question.

ARTICLE III - DIRECTORS

3.1 Powers. The business and affairs of the Corporation, its supervision, control and direction, shall be conducted and managed by its Board of Directors, which shall exercise all of the powers of the Corporation. Subject to the terms and conditions of the Articles of Incorporation, and these By- laws, as amended from time to time, it is intended that the directors as referred to herein have the same rights, powers, obligations

and functions as are ascribed to and imposed upon directors for non-profit corporations under applicable law. Except as otherwise specifically set forth herein, the Board of Directors may by general resolution delegate to committees and officers of the Corporation such powers as it sees fit.

3.2 Election and Composition of Board. Until the first annual meeting of the membership the incorporators shall serve as the Board of Directors. At the first annual meeting of the members of the Corporation, and at each annual meeting thereafter, the directors then in office, having due regard to the corporate mission, the city-wide and regional significance of the historic Eastern Promenade, and its constituency, shall present a slate of nominees for election by the membership to hold office until the election and qualification of their respective successors. The Board of Directors shall be maintained by such staggered elections as may be necessary to elect approximately one third of the Board every year. The number of directors shall be not less than five nor more than twenty-one (exclusive of honorary directors).

3.3 Absences; Resignation; Removal; Vacancies. A director shall make every effort to attend the regular and special meetings of the Board, and if unable to attend a meeting shall notify the president in advance. Any director who misses more than three (3) meetings annually without being excused by the president shall be notified by the president of such failure to attend and will thereafter be subject to possible removal by the Board for non-attendance. Any director may resign at any time by giving written or electronic mail notice to the President or the Board of Directors and may be removed at any time in accordance with applicable law. Any vacancy in the Board of Directors occurring during the year, including any vacancy created by an increase of the number of directors, may be filled for the unexpired portion of the term by the directors then serving, although less than a quorum, by an affirmative vote of the majority thereof, and any director so elected shall hold office until the election and qualification of a successor.

3.4 Honorary Directors. The Corporation may have an unlimited number of honorary directors who shall be entitled to notice of and the right to attend all meetings of the Board, but who shall not have the right to vote. An honorary director shall be appointed by the Board of Directors at its discretion, with the honorary director's term of appointment to be determined by the Board.

3.5 Annual Meeting. As soon as practicable after each annual meeting of the membership, the newly elected directors shall meet for the purpose of electing officers and the transaction of other business, and if a quorum of the directors be then present, no prior notice of such meeting shall be required to be given.

3.6 Regular Meetings. The Board of Directors shall establish a schedule for regular meetings of the Board.

3.7 Special Meetings. Special meetings of the Board of Directors may be called by the President or the Secretary and must be called by either of them on the written, or digital request of one-fifth (1/5) of the members of the Board.

3.8 Notice of Meetings. Notice of all directors' meetings, except as herein otherwise provided, shall be given either by mailing the same at least three (3) days before the meeting, or by digital means at least one (1) day before the meeting, to the usual business, residence, or digital address of the director as indicated in the Corporate records. At any meeting at which every director shall be present, even though without notice, any business may be transacted.

3.9 Quorum; Voting. At all meetings of the Board of Directors a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without further notice to any absent director.

3.10 Informal Action by Directors. Any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without meeting, if a written consent to such action is signed by, or digital consent is received from, all members of the Board or of such committee, as the case may be, and such consent is filed with the minutes of the proceedings of the Board or committee.

3.11 Telephone Meetings. Members of the Board of Directors, or a committee of the Board, may participate in a meeting by means of a conference telephone, or similar communications equipment, if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at the meeting.

ARTICLE IV - OFFICERS

4.1 Executive Officers. The Executive Officers of the Corporation shall be a President and a Vice President, who shall be selected from among the Board of Directors, a Secretary, a Treasurer, and such other officers with such powers and duties not inconsistent with these By-laws as may be appointed and determined by the Board of Directors. Any two offices may be held by the same person, provided that the President shall not also be a Vice-President.

4.2 Resignation, Removal; Vacancies. Any officer may resign at any time by giving written or electronic mail notice to the President, or the Board of Directors, and may be removed from office by the vote of the directors at any time, in accordance with applicable law. In case any office of the Corporation becomes vacant by death, resignation, retirement, disqualification, or any other cause, the Board of Directors, by majority action, may select an officer to fill such vacancy.

4.3 President. The President shall preside at all meetings of the Board of Directors. The President shall have and exercise general charge and supervision of the affairs of the Corporation and shall do and perform such other duties as are customary to the office and as may be assigned to that office by the Board of Directors.

4.4 Vice President. At the request of the President, or in the event of absence or disability, the Vice President shall perform the duties and possess and exercise the powers of the President and shall perform such other duties as the Board of Directors may determine.

4.5 Secretary. The secretary shall keep the minutes of all meetings of the Board of Directors in books provided for that purpose. The Secretary shall attend to the giving and serving of all notices of the Corporation; the Secretary shall have charge of the minutes and such other records as the Board of Directors may direct, may attest to the accuracy of such books and records and shall perform such other duties as are customary to that office and as may from time to time be directed by the President or the Board of Directors.

4.6 Treasurer. The Treasurer shall have the custody of all funds, property and securities of the Corporation, subject to such regulations as may be imposed by the Board of Directors. When necessary or proper, the Treasurer shall endorse on behalf of the Corporation for collection, checks, notes, and other obligations, and shall deposit the same to the credit of the Corporation at such bank or banks or depository as the Board of Directors may designate. The Treasurer shall, in general, perform all duties incident to the office of Treasurer, including a general supervision and control of the accounts of the Corporation, subject to the control of the Board of Directors.

4.7 Other Officers. The Board of Directors may elect or appoint any such other officers and assistant officers as they may deem necessary, who shall have such authority and perform such duties as from time to time may be prescribed by the President or by the Board of Directors.

ARTICLE V - COMMITTEES

5.1 Committees. The Board of Directors may also appoint from their number, or from among such other persons as the Board may see fit, such committees as the Board may determine, which shall in each case have such powers and duties as shall from time to time be prescribed by the Board. Provided, however, that every such committee have as a member at least one director from the Board. The President shall be a voting member ex officio of each committee appointed by the Board of Directors.

5.2 Executive Committee. There shall be an Executive Committee composed of the officers of the corporation and the committee chairs, which shall have such powers and duties as shall from time to time be prescribed by the Board.

5.3 Rules. Records of Proceedings. Each Committee may prescribe rules and procedures for the call and

conduct of its meetings. Each Committee shall keep regular minutes of its proceedings and shall report the same to the Board of Directors and the President.

5.4 Standing Committees. The Board may establish such standing committees as it deems necessary or advisable. Each Standing Committee will submit to the Board an annual action plan with a budget. The Board is responsible for reviewing, approving and prioritizing the action plan of each committee.

ARTICLE VI - CORPORATE ASSETS AND EARNINGS

6.1 No part of the net earnings of the Corporation shall inure to the benefit of any member, director or Officer of the Corporation, or any private individual, excepting solely such reasonable compensation that the Corporation shall pay for services actually rendered to the corporation, or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation, and no member, director or Officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation (except that a member, director or Officer may receive property of the Corporation in exchange for fair market value compensation to the Corporation).

6.2. This corporation shall exist in perpetuity, but in the event of dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501©(3) of the Internal Revenue Code of 1986, as amended and as a charitable, religious, eleemosynary, benevolent or educational corporation within the meaning of Title 13-B, of the Maine Revised Statutes as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

6.3 Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.

ARTICLE VII - MISCELLANEOUS

7.1 Corporate Seal. The Board of Directors may provide a suitable seal, containing the name of the Corporation, which seal shall be in the charge of the Secretary.

7.2 Fiscal Year. The fiscal year of the Corporation shall be the calendar year.

7.3 Records and Reports. The Corporation shall keep correct and complete records of account and of its transactions and minutes of the proceedings of its Board of Directors and of any committee. The President or the Secretary of the Corporation shall prepare or cause to be prepared annually a full and correct statement of the affairs of the Corporation, including a balance sheet and a financial statement of operations for the preceding fiscal year, which shall be submitted at the annual meetings of the Board of Directors and filed within twenty days thereafter at the principal office of the Corporation.

ARTICLE VIII - INDEMNIFICATION

8.1 Indemnification. The Corporation shall, to the full extent of its power to do so provided by law, including without limitation Section 714 of Title 13-B of the Maine Revised Statutes Annotated, indemnify any and all present and former members, officers, trustees, employees, committee members and agents of the Corporation against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by them in connection with any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of their being members, or agents of the Corporation; except in relation to matters as to which any such person shall be finally adjudicated in any such action, suit or proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interest of the Corporation, or, with respect to any criminal action or proceeding, where such person is finally adjudged to have had reasonable cause to believe that his or her conduct was unlawful. Such indemnification shall be made in accordance with the procedures set forth in Maine Revised Statutes Annotated, Title 13-B, Section 714, subsection 3, as the same may be amended from time to time. Such indemnification shall not be

deemed exclusive of any other rights to which those indemnified may be entitled under any other by-law, agreement, or otherwise.

ARTICLE IX AMENDMENTS

9.1 BY-LAWS. The Board of Directors shall have power to make, alter, amend, and repeal the By-laws of the Corporation by vote of a majority of all of the directors present at any regular or special meeting.

9.2 Articles of Incorporation. The members shall have power to amend the Articles of Incorporation of the Corporation by vote of a majority of the members present at any regular or special meeting; provided, the Board of Directors shall adopt a resolution setting forth the proposed amendment and direct that it be submitted to a vote at a subsequent membership meeting. Written or digital notice setting forth the proposed amendment or a summary of the changes shall be given to each member entitled to vote thereon at least ten (10) days but not more than fifty (50) days prior to the date of the said membership meeting, said notice to be sent to the business, residence, or digital address indicated in the Corporate records.

ATTACHMENT II

Sample Memorandum of Understanding (MOU)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF PORTLAND
AND
FRIENDS OF THE EASTERN PROMENADE**

WHEREAS, the City of Portland (Portland) is a municipality under the laws of the State of Maine with a principal location at 389 Congress Street, Portland, Maine 04101 ("Portland"); and

WHEREAS, the Friends of the Eastern Promenade is a non-profit corporation under the laws of the State of Maine with a principal place of business in Portland, Maine ("Friends"); and

WHEREAS, Fort Allen Park is one of Portland's premiere public outdoor spaces due to its historical significance, monuments and panoramic views of Casco Bay and Portland Harbor; and

WHEREAS, the Eastern Promenade Master Plan, adopted as part of Portland's Comprehensive Plan in 2003, recommends improvements to Fort Allen Park; and

WHEREAS, the restoration of Fort Allen Park has been identified as a priority project by the Friends (hereinafter the "Fort Allen Restoration Project"); and

WHEREAS, the purpose of this Memorandum of Understanding ("MOU") is to address the City and the Friends' collaboration to restore Fort Allen Park; and

NOW THEREFORE, in consideration of the following, the City and the Friends hereby agree as follows:

1. The Friends and the City will establish a working group including members of the City's Department of Public Services and the Friends to oversee the Fort Allen Restoration Project;
2. The aforementioned working group will work together collaboratively to make all decisions in connection with the Fort Allen Restoration Project. In the event, however, that there is any disagreement between the City and the Friends, the City shall have be the final decision maker with regard to all aspects of the Fort Allen Restoration Project;
3. The Fort Allen Restoration Project including, but not limited to, the development and construction phases will be conducted in accordance with the City Code and State law

requirements including, but not limited to, the City's Site Plan and Historic Preservation Ordinances;

4. The Friends shall provide funds to hire a consulting team to perform the research, planning, design, development, bidding and construction of the Fort Allen Restoration Project;
5. The Friends will pursue additional funding including, but not limited to, grants, donations and/or organizational funds for the implementation of the Fort Allen Restoration Project; and
6. The City will pursue funding including, but not limited to, capital improvement funds, grants, in-kind services and/or other financial sources, for the implementation of the Fort Allen Restoration Project;

This agreement represents the entire agreement between the Friends and the City with regard to the Fort Allen Restoration Project and supersedes and replaces all terms and conditions of any prior agreements, arrangement, negotiations and/or representations. This agreement may not be modified except for in writing executed by the Friends and the City.

Seen and Agreed to this ____ day of November, 2011.

WITNESS

FRIENDS OF THE EASTERN PROMENADE

_____ Diane Davison, President

WITNESS

CITY OF PORTLAND

_____ Mark A. Rees, City Manager

ATTACHMENT III

ARTICLES OF INCORPORATION FOR STATE OF MAINE

<http://www.maine.gov/sos/cec/forms/MNPCA6.PDF>

ATTACHMENT III

List of Friends/Community Partners Groups

Name	Contact	Email	Phone
Cultivating Community - www.cultivatingcommunity.org			
	Craig Lapine - Executive Director	craig@cultivatingcommunity.org	
	Lesley Heiser	lesley@cultivatingcommunity.org	207-650-8889
Friends of Capisic Pond - https://www.facebook.com/FriendsOfCapisicPondPortlandMaine/			
Friends of Congress Square Park - http://congresssquarepark.org/			
	David Lacasse	davidlacasse@congresssquarepark.org	
	Pat O'Donnell	patodonnell6@gmail.com	207-774-0571
	Pandora LaCasse	pandorahlacasse@gmail.com	
	Bree LaCasse	brelacasse@gmail.com	207-232-2925
Friends of Deering Oaks - http://www.deeringoaks.org/			
	Anne Pringle - President		
Friends of Eastern Promenade - http://easternpromenade.org/			
	Diane Davison		
	Tom Leonhardt	thomasleonhardt999@gmail.com	
	Katie Brown	info@mainelockerproject.org	207-409-0327
Friends of Evergreen Cemetery - http://www.friendsofvergreen.org/			
	Bobbi Cope - President	bcope@maine.rr.com	207-619-3072
Friends of Fort Gorges - http://www.friendsoffortgorges.org/			
Friends of Fort Sumner - https://www.facebook.com/Save-Fort-Sumner-Park-1087595167988998/			
	Nini McManamy	ninimaine@aol.com	
	Karen Snyder	karsny@yahoo.com	
	Carolyn Young	cbymaine@icloud.com	
Friends of Heseltine Park - http://friendsofheseltine.org/			
Friends of Lincoln Park - http://lovelincolnpark.org/			
	Don Head - Trustee	donhead66@gmail.com	207-939-3648
	Barbara Harvey - Trustee	barbara@mainegop.com	207-837-2400
	Sharon & Frank Reilly - Secretary & President	fsreilly@aol.com	207-879-5747
Friends of Pason Park - http://www.friendsofpayson.org/			
	Frank LaSpisa - President		
	Carol McGorrill	carolmcgorrill@yahoo.com	
Friends of Riverton Trolley Park			
Portland Trails			
	Kara Wooldrik	kara@trails.org	
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Portland Parks Commission

Annual Report

2015-2016



October 1, 2016

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1. INTRODUCTION

1.1 Message from the Chair of the Parks Commission

As Chair of the Parks Commission, may I proudly say that 2016 has been an extraordinary year for Portland's parks and open spaces. Passive and active use continues to increase simultaneously with community support through the creation of friends groups and collaborations with external partnerships. Highlights of activities over this past year include:

- Hiring of a full time park ranger to monitor our parks and open spaces and promote safe use;
- Resurgence of the Congress Square Park furthering its status among Portland's jewels of the Art's District;
- Publication of the Trust for Public Land (TPL) report on the status of our parks and options for consideration as we move forward; and
- Reorganization of city administration to support a dedicated Parks, Recreation, and Facilities Management Department prompting the hiring of a full-time Parks Manager as well as a Recreation Manager.

Along with increased attention and support for parks, the Parks Commission itself experienced our own evolution. We held our first retreat in the early winter of 2016 at Riverside Golf Course with the overarching goal of refining internal operations to better manage the increase demands on the commission and our effectiveness in representing Portland's prized green spaces. As a result, we created the following mission statement:

The mission of the Portland Parks Commission is to advocate for the enhancement and stewardship of our parks and open spaces.

- *Review and propose projects that impact parks and open spaces and recommend action.*
- *Foster collaboration among park users and the City.*
- *Promote public access and enjoyment.*
- *Advocate for public and private funding for parks and open spaces.*
- *Enjoy Portland for Life.*

We also formed four new committees to oversee work as outlined within this report:

1. **Park Initiatives:** Focuses on current “special” PC initiatives such as:
 - Designing consistent signage for our parks
 - Friends & Community Partners (FCP) handbook: This policy is intended to provide resource and guidance through a spectrum of practices for any partnerships formed between the City of Portland and local constituency groups seeking recognition as a “Friends & Community Partner” (FCP).
2. **Annual Report and Inventory:** Tasked with preparing the annual report and creating a single, accurate inventory of our parks,
3. **Green Space Gathering:** Organizes our annual Green Space Gathering
4. **Finance:** Charged with financial oversight and identifying mechanisms for external financial support for parks.

And finally, courtesy of Jeff Tarling, Portland City Arborist, and of the Portland Room at the Portland Public Library, on the Parks Commission website¹ we have posted annual reports of the original Portland Parks Commission from 1885, 1901, and 1909.

The success of Portland parks and recreation relies on collaborative support, advocacy and enthusiasm through dedicated public stewardship efforts. Each year, devoted Portlanders help the city’s natural areas, trails, playgrounds, open spaces, athletic and recreational facilities flourish through volunteerism. These relationships are essential for site management and successful fundraising support in a variety of ways.

The Parks Commission is dedicated to ensuring that partnerships formed between local constituency groups and city administration are beneficial for parks, open spaces and our communities throughout the City.

Diane Davison
Chair, Portland Parks Commission

¹ The Portland Parks Commission website: www.portlandmaine.gov/345/Parks-Commission

1.2 The Portland Parks Commission

The Parks Commission is a citizen body of 13 commissioners appointed by the City Council. By city ordinance, members include one City Council member who is on the Transportation, Sustainability and Energy Committee, one member representing Friends of Deering Oaks, one member representing Friends of the Eastern Promenade, one member representing Friends of Evergreen Cemetery; and one member representing Portland Trails. Seven members represent the public-at-large and one member represents the Land Bank Commission. Except for the City Council representative, all appointments are for three-year terms.

As established by City ordinance, the duties of the Portland Parks Commission include:

- Soliciting, encouraging and accepting private contributions to the city, in cash or in kind, whether by gift, trust, or subject to conditions;
- Making recommendations to the city council as to the sale of dedicated parks and public grounds and disposition of trust funds held for parks, trails and open space;
- Maintaining inventories of parks, trails and open space needs as it determines to be desirable;
- Submitting an annual report to the city council regarding the state of the city's parks and public grounds and City of Portland Parks, Recreation and Public Buildings and Grounds making specific recommendations therein about suggested goals and improvements for the parks and public grounds;
- Encouraging educational programs, through the schools or otherwise, in forestry education or other relevant subjects it determines to be beneficial to the parks programs of the city;
- Undertaking such other activities as to enhance the parks, trails and open space programs of the city as it deems appropriate from time to time; and
- Conducting an annual meeting of all parks, trails and open space advocacy groups to discuss annual projects and to recommend goals and priorities for capital improvement projects to the city council.

1.2.1 Current Members of the Parks Commission

Diane Davison, Chair, Friends of the Eastern Promenade	2014-2017
Carol Hutchins, Friends of Deering Oaks	2015-2018
Craig Lapine, Public-at-large	2015-2018
Cynthia Loebenstein, Friends of Evergreen Cemetery	2015-2018
Meri Lowry, Land Bank Representative	2015-2018
Michael Mertaugh, Public-at-large	2014-2017
Steve Morgenstein, Public-at-large	2014-2017
Jaime Parker, Portland Trails	2015-2018
Nathan Robbins, Public-at-large	2015-2018
Travis Wagner, Public-at-large	2014-2017
Dory Waxman, Public-at-large	2014-2017
Belinda Ray, City Council Representative	

1.2.2 Parks Commission City Staff

Sally DeLuca, Director of Parks, Recreation, and Facilities

Ethan Hipple, Parks Director

Laurie Mondor, Executive Assistant, Parks, Recreation, and Facilities



Payson Park - Photo Courtesy of Jeff Tarling

1.3 Brief History of the Parks Commission

- 1885 The city Cemeteries and Public Grounds Commission was created by the Maine Legislature.
- 1913 The Cemeteries and Public Grounds Commission was changed to the Parks Commission.
- 1915 The city Recreation Commission was created by the Maine Legislature.
- 1923 Citizen Commissioners were replaced by City Councilors who also served as Parks Commissioners.
- 1947 The Parks Commission was eliminated and the Portland Department of Parks and Recreation was created.
- 1983 The Friends of the Parks Committee (popularly known as the Friends of the Parks Commission) was created by the city.
- 1987 The Friends of the Parks Commission held its first meeting.
- 2008 The Friends of the Parks Commission was changed to the Parks Commission.
- 2014 Through a city ordinance prompted by a Citizen's Referendum, the role of the Parks Commission was strengthened and given formal advisory and review function to the City Council regarding the modification and/or sale of public parks.



1.4 Heritage of Portland Parks and Open Space

Portland's parks and open spaces are a treasure – an important element of who we are. They anchor Portland's spectacular natural setting and offer repose and recreation for the population of Maine's largest city and for its many visitors. They also offer respectful places for burial and commemoration of Portland's deceased loved ones.

Of all the cities in the United States, few can compete with Portland's unique natural setting – overlooking the beauties of Casco Bay, the islands and seaway to the East, and the White Mountains to the West. Portland's parks and open spaces ensure that these priceless vistas can be enjoyed by present and future generations of Portland residents and visitors.

Portland's parks and open spaces did not just happen. They resulted from the vision, dedication, and generosity of many Portland residents, friends, and public officials over the past two centuries. Safeguarding Portland's existing parks for the benefit of future generations and creating new parks as the city continues to develop will require continuing vigilance and commitment by the citizens of Portland.

Portland's park system began with the city's acquisition in 1828 of a parcel of land on Munjoy Hill that would become part of the Eastern Promenade Park.² The Eastern and Western Promenade roadways were established by 1837, and in 1878 the city engaged Calvert Vaux, Frederick Law Olmsted's collaborator in the design of New York's Central Park, to advise on improvements in Portland's public spaces. That same year, the city's civil engineer, William A. Goodwin, outlined a vision for protection of the vistas from the Eastern and Western Promenades as permanent scenic resources of the city. The high vantage points of the Eastern and Western Promenades were key features of Mayor James Phinney Baxter's 1897 plan for Portland's park system, modeled on the linked system of parks in Boston's "Emerald Necklace." Another element of this plan was the peripheral road and pedestrian trail around Portland's Back Cove, known today as Baxter Boulevard. Baxter Boulevard with its border of linden trees has become a much-loved feature of Portland's park system. In addition to offering a splendid view of the Portland peninsula, the pedestrian trail provides a year-around outlet for exercise and renewal for many of Portland's residents.

The first of Portland's designated parks, Lincoln Park (originally named Phoenix Square), was created just after the great fire of 1866 as a central park for Portland's

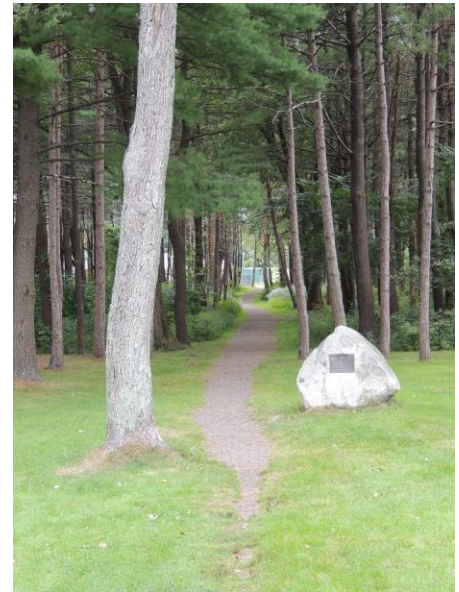
² This brief sketch of the history of Portland's parks is drawn from *Bold Vision: the Development of the Parks of Portland, Maine*, Theo H.B.M. Holtwick & Earle G. Shettleworth, Jr., editors, Greater Portland Landmarks, 1999.

residents and as a fire break in the event of a future conflagration. Lincoln Park became a focal point for the city's development in the late 19th and early 20th centuries, but has suffered from neglect in recent years.

Through the generosity of the Deering family, Deering Oaks Park was another early addition to Portland's park system. The park was given to the city by Nathaniel Deering II and his son, Henry Deering in 1878. For many years prior to that, the park's wooded space had been freely used by the public. Once it became a Portland park, there was a risk that the park's trees would be thinned to make room for organized activities. City engineer William Goodwin successfully advocated to keep the trees and to move slowly and cautiously in deciding how to develop the park, consistent with Olmsted's design principles. He also had the mill pond dammed to create the skating pond, and installed the fountain and the first of the pond's duck houses.

Evergreen Cemetery was established by the city of Portland as a cemetery in 1852 in what was then the town of Westbrook. Its development was inspired by the garden cemetery movement, which had begun with Cambridge's Mount Auburn Cemetery in 1831 and Bangor's Mount Hope Cemetery in 1834. Like Mount Auburn and Mount Hope Cemeteries, the site for Evergreen Cemetery was selected for its attractive landscape features – its hills and natural contours, pond, and specimen trees. These were enhanced with thoughtful plantings and grave layouts that respect and enhance the natural features of the site. The Friends of Evergreen was established in 1991 to help protect Evergreen Cemetery and to promote public appreciation of the cemetery. This was the first of the several friends groups that have been established since to advocate for the needs of Portland's parks and open spaces. Its first initiative was to obtain recognition of Evergreen Cemetery on the National Register of Historic Places. This was followed soon after by its effort to lead the restoration of Wilde Memorial Chapel after a period of serious neglect.

Congress Square Park has undergone a major revitalization effort and is emblematic of Portlander's support of city parks. Congress Square was created in the early 1980s through an urban renewal grant. In the 2000s, neglect compounded by a poor design led to decline and underutilization. In 2013, the City Council voted to sell most of the park to a private entity for commercial use. This proposal led to a citizen



Baxter Pines – Photo courtesy of Travis Wagner

referendum to block the sale and to restrict the selling of any public park in the future, which was subsequently approved by the voters. The proposed sale also was a catalyst to reimagine Congress Square Park led by the newly formed Friends of Congress Square Park with the intent of redesigning the park and the entire intersection in the heart of Portland's vibrant Arts District. The Park is now a destination park with numerous free events year round ranging from yoga, to music, to film, to kids events and is a focal point during Portland's popular first Friday Art Walk.

As described in this report, Portland has added many parks and open spaces to its parks system since these early park acquisitions. Together with the various parks friends groups, the Parks Commission is committed to protecting Portland's parks, promoting the respectful use and appreciation of Portland's parks by the public, and advocating for their needs.



Congress Square Park - Photo Courtesy of Bree Lacasse

2. PARKS COMMISSION HIGHLIGHTS, 2015-2016

2.1 Reorganization of Portland's Parks and Recreation

In 2015, the City reorganized the responsibility for management of parks and open spaces by consolidating them under a new Department of Parks, Recreation, and Facilities.

2.2 Reorganization of the Parks Commission

Given the renewed interest in parks and increased expectations of the Parks Commission, we had our first ever retreat in January 2016,. The goal was to create committees to perform specific functions as a means to improve the Parks Commission's organization and productivity. We created five new committees: Annual Report and Inventory, chaired by Travis Wagner, Park Initiatives, chaired by Steve Morgenstern, Friends and Community Partners, chaired by Diane Davison; Green Space Gathering, chaired by Dory Waxman, and Finance, chaired by Michael Mertaugh.



Deering Oaks Park - Photo Courtesy of Ethan Owens

2.3 Issuance of the Trust for Public Lands Report

In January 2016, the Trust for Public Land (TPL) issued its report, *Portland Open Space Vision and Implementation Plan*. The impetus for a vision plan for Portland's open spaces came from the Portland City Manager's office in 2014. The TPL and city staff formed two citizen groups, the Steering Committee and the Stakeholder Group. This

partnership helped to guide the development of the plan's components. In addition, TPL also conducted a Rapid Park Quality Assessment in the summer of 2015 to compare park quality among most major parks in Portland. Based on the results, TPL issued the 8 following recommendations in its final report:

1. Re-structure park and recreation functions within city government.
2. Follow protocol for involving commissions and general public in annual funding decision-making process.
3. Adopt project selection criteria for prioritizing park and recreation projects for funding (capital and operating).
4. Adopt 15 measurable objectives that collectively provide a desired level of service for Portland's open space system.
5. Close the gap revealed by the service area maps.
6. Improve the distribution of amenities as the park system expands over time,
7. Implement other system-wide improvements to Portland's parks.
8. Consider options for improving financing for Portland's parks and open spaces.

2.4 Hiring of Full-Time Parks Ranger

The city was able to hire the first full-time year-round ranger since 2007. The Parks Commission helped to garner support for, and contributed to the funding of this position in 2015. The park ranger provides a uniformed presence in the Portland Parks to assist park users, to discourage misuse of park property, and to represent the City of Portland. More specifically, Portland Park Rangers:

- Provide park visitors with general assistance, directions, and information of city parks, recreation programs, and other services,
- Promote safe park use and enjoyment by encouraging compliance with park rules, regulations, and requesting police assistance when necessary,



Portland Park Ranger at Evergreen Cemetery

- Assist in crowd control, directing traffic, and protecting city resources during special events,
- Manage the East End boat launch, beach, and bath house,
- Inspect, maintain, and report issues on the trail system throughout the city,
- Maintain daily log and report on park incidents, public contacts, and park conditions and provide case follow through, and
- As sworn constables, enforce rules and write tickets as necessary.

2.5 Green Space Gathering

The Green Space Gathering (GSG) was first held in 2010 with the intention of providing a forum for our parks and neighborhood groups. This annual opportunity assembles park stewardship groups to share updates on the previous year's highlights, provide projects and events for the next year, and consider longer term goals for the future of our park and open space system.

This gathering serves to inform and educate the public (and each other) about both the great work being accomplished and current needs for our city parks and open spaces. The GSG also gives the Parks Commission the opportunity to receive feedback on increasing effectiveness in our role of assisting the city and friends groups in our collaborate efforts to advocate for these invaluable spaces.

The Parks Commission held its 6th Annual Green Space Gathering on October 1, 2015 at the East End School. Our featured keynote speaker was Barbara Wilks, founder of W Architecture and Landscape Architecture in 1999 to create a design-oriented, multidisciplinary practice focused on urban issues. The title of her presentation was, "Our Parks and Open Spaces: Past – Present – Future."

The theme for the 2016 Green Space Gathering is "Get to Know Your Parks." This year's gathering is scheduled for October 6, 2016, from 5:30 PM to 7:30 PM and is sponsored by Park Partners (City Manager's Office, City Council, Parks and Recreation Department, Planning Department, Land Bank Commission, "Friends" Groups, and Neighborhood Organizations).

3. DEPARTMENT OF PARKS, RECREATION, AND FACILITIES

3.1 Mission and Organization

The Department of Parks, Recreation and Facilities manages recreational and cultural activities and spaces for Portland residents and visitors of all ages. The Parks Division within the Parks, Recreation and Facilities Department oversees: 60+ parks spanning over 721 acres, including 30 playgrounds, 24 Tennis Courts, 8 Pickleball Courts, 2 Sand Volleyball Courts, 1 beach, 7.5 miles of city-maintained trails, 7 multi-use fields, 2 artificial turf fields, 4 skating ponds, 1 skate park, 5 splashpads, 10 community gardens, 16 cemeteries with over 100,000 burial plots, dozens of horticultural beds, and 20,000 inventoried park and street trees.

3.2 Summary of Major Accomplishments (2015-2016)

Presented below are lists of major accomplishments achieved or in progress for Portland parks during the reporting year.

- Consolidation of multiple “Open Space” divisions into a single new Parks Division. The new Parks Division includes the following sections:
 - Parks Maintenance
 - Park Rangers
 - Ballfields and Athletic Facilities
 - Playgrounds
 - Forestry
 - Horticulture
 - Cemeteries
 - Community Gardens
- Kaboom Foundation recognition as a Playful City USA
- Congress Square Park Redesign (in progress)
- Amethyst Lot Design (in progress)
- Fort Gorges Preservation Plan (in progress)
- Coordinated plans for Army Corps of Engineers hazard mitigation project at Fort Gorges.
- Bayside Trail Phase II Design (in progress)
- Initiated design phase for Skate Park Phase II Expansion

- Initiated Feasibility study for Disc Golf course on City property
- Planted 132 trees during Spring 2016 planting season
- Leased vacant Deering Oaks Castle space to Tiqa Café
- Constructed a new Community Garden at Eastern Promenade
- Forest Management Project at Riverton Trolley Park and Riverside Golf Course (40 acre project, \$15k in revenue)
- Developed “Meadow Labyrinth” at Riverton Trolley Park (trails mowed into the meadow for wildlife viewing, games of capture the flag, hide and seek, etc...)
- Parks branding project in progress
- Expansion of Evergreen Cemetery, \$500K project, 800 grave sites created
- Completed details of the Fort Allen Rehabilitation Project with installation of 12 interpretive, educational panels
- Implementation of monthly email newsletter to list of 6,000, publicizing parks happenings and projects

3.3 Recreation Opportunities Available at Parks

Presented below are summaries of usage through city organized events and external events.

3.3.1 Estimated Park Usage through Organized Recreation Events

- Passport to Play Scavenger Hunt Program
- Skate Park Pump Track Demo
- Youth Summer Track program
- Junior Naturalist and Hiking Programs
- Geocaching Program
- Winter Kids Program at Payson Park
- Portland Public School Use of athletic facilities **8,750 hours**
- Portland Community Use of athletic facilities **8,578 hours**
- Deering High School Fields **1,838 hours**

- Deering Oaks Park **1,506 hours**
- East Bayside Athletic Facility **658 hours**
- Fitzpatrick Stadium (major renovation in 2014) **3,862 hours**
- Lyman Moore Middle School **1,020 hours**
- Memorial Stadium (Deering High School) **2,775 hours**
- Payson Park **1,509 hours**
- Hall Elementary School **105 hours**
- Preble Street Soccer Fields **971 hours**
- Riverton School Fields **878 hours**

3.3.2 Park Usage through External Events (walks, concerts, etc.)

- 650 Permitted Events on Parks properties (includes walks, runs, marches, protests, weddings, festivals, performances, etc...)
- Adult Sports Leagues: Tennis, basketball, pickleball, volleyball adult leagues and tournaments
- Youth Sports Leagues: soccer, lacrosse, basketball, baseball, softball
- Women's Soccer program
- Concerts on Eastern Prom
- Concerts, Movies in the Park, and Dances at Congress Square Park
- Shakespeare in the Park (co-sponsored by Recreation)
- Farmers Market at Monument Square and Deering Oaks Park

3.4.1 2015-2016 Parks Budget

Division	Budgeted Expenditures	Revenues
Parks	\$0*	\$18,044
Ballfields/Playgrounds	\$740,159	\$280,216
Forestry/Horticulture	\$624,438	\$63,143
Cemeteries	\$581,235	\$402,485
Total	\$1,945,832	\$763,888

* In Districting Budget.

3.4.2 Volunteer and In-kind Support

Project	Group	Attendees	Hours	Volunteer Hours
Riverton Trolley Park Tree Planting	TD Bank	50	4	200
General Park Cleanups x 2	Meeting of the Minds Hip Hop Collective	10	8	80
Deering Oaks Ravine Plantings	Take Action Portland	15	3	45
Playground Mulch Spreading	Cheverus High Students	10	4	40
Ludlow Skating Pond Shoveling	Neighborhood Residents	10	4	40

3.5 Capital and General Improvements

3.5.1 Projects Undertaken or Completed - 2015-2016

- Western Promenade Walkways, \$50,000
- Payson Park Title IX Improvements, \$200,000 (phase 2 of 2), construction Spring 2017
- Fitzpatrick Stadium Field and Track replacement, \$1,005,000 (completed summer/fall 2015)
- Ft Allen Park, \$1,300,000
- Evergreen Cemetery Expansion, \$500,000
- Eastern Cemetery Dead House Renovation, \$25,000
- Riverton Trolley Park and Riverside Golf Course Forestry Management Project, \$15,000 revenue
- Riverton Trolley Park Tree Planting project, trees and volunteer labor provided by TD Bank, \$12,000

3.5.2 Projects Planned for 2016-2017

- Deering Oaks Pond Restoration, \$1,200,000
- Lyman Moore Athletic Fields Improvements Planning, \$475,000, currently in planning phase, construction Spring 2017
- Lincoln Park Walkway and Fountain Restoration Planning, \$250,000 currently in planning phase, construction Spring 2017
- Libbytown Community Garden, \$17,000, construction Fall 2016

3.5.2 Projects Currently Planned for 2017-2018

- Dougherty Field Multi-Purpose Field, \$250,000
- Lincoln Park Fence Repair, \$224,000
- Island Playgrounds Upgrade, \$135,000

3.6 Pressing Parks and Recreation Issues

3.6.1 Short Term

- Rebuild staffing to appropriate levels to maintain parks to a higher standard.
- Developing Parks Maintenance Standards and performance measures, per the 2016 Open Space Vision Plan
- Advising Pesticide Task Force on current staff practices and recommendations for reduction of pesticide use (synthetic and organic) on city properties.
- Work with police and social service providers to develop plan to reduce homeless activity in parks.
- Implement Invasive Species Plan created in summer of 2016.
- Improvement and redesign of Parks website (within city website)
- Working with Deering Oaks Castle tenant on feasibility of boat rentals on Deering Oaks Pond
- Formalize and improve the “Adopt a Spot” concept, allowing citizens and businesses to adopt small garden sites and horticultural beds throughout the city.

3.6.2 Long Term

- Implement recommendations from Athletic Facilities Task Force Report approved by City Council in 2011.
- Develop 10 year plan for Parks Maintenance and Improvements
 - Replacement of old playgrounds
 - Installation of lights for Deering Oaks Tennis Courts
 - Installation of irrigation/drainage systems on ballfields
 - Replacement of old cyclone fencing (some is more than 50 years old)
 - Infield renovation of baseball fields
 - Development of new fields to handle the demand
 - Replacement of Deering Oaks lighting with improved, low-energy units
 - Monument Square rehabilitation
 - Repair of Eastern Cemetery retaining wall
 - Redesign of East End beach
 - Improved bathroom facilities at Deering Oaks
- Develop Parks app for use by the public
- Explore future uses of Harborview Tunnel
- Develop Interpretive and educational programs (Park Rangers)
- Explore the concept of a Portland Youth Corps to engage young people in meaningful service opportunities and career exploration in Portland Parks



University Park, Photo Courtesy of Travis Wagner

4. PARKS COMMISSION PRIORITIES 2016-2018

4.1 The Inventory of Parks

One of the charges for the Parks Commission is to prepare and maintain an inventory of parks. We presented an inventory in our first annual report, but, as noted below, there

are significant issues with the accuracy and completeness of the inventory. Beginning this year, we are decoupling the inventory from the written annual report and instead will be publishing the inventory as a standalone file posted on the Park Commission's website, which will allow us to maintain and update the list on an as-needed basis.

Based on the available information to date, there is no current, accurate inventory of parks and open spaces for Portland. Consequently, producing a complete and accurate inventory has been identified as one of our top priorities for the year ahead.

There are discrepancies in the city's two park inventories and the list in the TPL report. Currently, therefore, neither the Parks Commission nor the city can accurately state the number of parks or acreage that exists within our city parks. A clearly established definition as to what constitutes a park must be identified. The Ordinance enacted following the Congress Square Park referendum brought 34 city parks onto the Land Bank Registry, giving them some protection from development and sale. However, at this time, we believe there are another 17 or so parks that do not enjoy the protection of the ordinance but may be eligible. One issue is that parks have been specifically listed by name. Thus, some properties identified as parks by signage or custom are not in the ordinance or on the inventory. And, if future parks are added, such as the Amethyst Lot, it appears that this may not be a park under the existing ordinance unless and until City Council amends the ordinance to list this as a park.



Deering Oaks Park, Photo Courtesy of Jeff Tarling

Thus, in the upcoming year, the Parks Commission will develop a suggested definition of parks and open spaces guided by the TPL report which aligns with the spirit and intent of the ordinance. Our goal is to present a draft definition to the City Council for their consideration and action. The goal is to eliminate the need to continuously amend the ordinance specifically to list or delist parks and open spaces. We also will be developing a single, complete inventory based on a conceptual definition of parks and open spaces keeping in mind Land Bank properties, pending Council action on a definition.

4.2 Citizen Survey of Parks

As noted above, the TPL report conducted a rapid assessment of Portland's parks to assess their quality based on accessibility, trails, park features, supportive facilities, safety and maintenance, and aesthetics. Parks were scored for each category using a Likert scale from 1 to 5 (5 = abundant, well provided, very attractive, excellent condition, no concerns, true, etc. and 1 = scarce, no provision, very unappealing, derelict, very concerning, etc.). The features category was very broad and included such general subcategories as picnic facilities, playground, community garden, dog walk, and so forth. While the TPL assessment was a critical tool to gauge the overall condition of our parks and open spaces, the Parks Commission has identified the need for a citizen survey of our parks and open spaces as a priority for 2016-2017 as explained below.

We plan to include the inventory of parks and open spaces on the Parks Commission website, together with a basic description of each park's park history and features. Our intent is to go beyond a listing of major features, but to provide details such as numbers of swings, picnic tables, natural play features, unique trees, water fountains, vistas, and memorials.

The intent is to start the process and treat this as an ongoing effort over the next few years. Because of the labor involved, we do not expect this to be completed by city staff nor commissioners who serve voluntarily. Instead, the Parks Commission intends to engage friends groups, neighborhood associations, and Portland schools to help carry out the survey. In addition to providing labor, this approach has the potential to better engage citizens with their parks. Our goal will be to develop and field test a Parks and Open Spaces Inventory checklist, which will be designed to be user friendly, meaningful, and accurate.

4.3 Funding Opportunities/Goals

Portland's parks are a blessing that we cherish. But maintaining our parks so that they continue to enrich our lives and remain safe, clean, and accessible to Portland residents and visitors requires a continuing financial commitment on the part of many stakeholders. Moreover, the acquisition and development of new parks – such as the waterfront site, Amethyst Lot -- requires yet additional financial support. A key objective of the Parks Commission is to help mobilize additional financing to improve maintenance standards for Portland's existing parks and, as opportunities arise, to develop new parks.

The city budget is the main source – but by no means the only source -- of financing for Portland's parks. With the support and encouragement of the Parks Commission, Friends & Community Partner groups have been instrumental in making recommendations for improvements to the city's parks and mobilizing grant and private funding for upgrades to several of Portland's parks. Significant examples are the improvements that have been carried out recently or are in progress at Congress Square Park, Lincoln Park, and Fort Allen Park. In addition, friends groups help mobilize important contributions in volunteer and in-kind support (section 3.4.2).

For the past two years, the Parks Commission has made recommendations for city expenditures on parks under the city's investment budget, the annual Capital Improvement Program (CIP), using explicit criteria for expenditure priorities. This is an improvement over the former approach of setting priorities based on ad-hoc decisions for CIP expenditures. In 2014, the Parks Commission also received a small allocation in the CIP for improvements to city parks. Among other things, this allocation helped to finance the recruitment of the city's first full-time park ranger.

But the quality of Portland's existing parks is affected more by the city's recurrent budget than by the investment budget. The recurrent budget typically receives less attention in the expenditure decision-making process than the city's investment budget. Last year's TPL study of Portland's parks included an examination of alternative approaches for augmenting resources for Portland's parks³ through a variety of measures including dedicated bond issues, special property taxes, tax increment financing, and impact fees. Where these measures have been applied to raise park financing in other communities, they have been used typically to mobilize funds for park acquisition and capital improvements, not to improve maintenance standards affecting the quality of existing parks.

Shortages of funding under the recurrent budget have led to neglect of important expenditures in the city's parks and open spaces. Continued neglect of needed maintenance frequently leads to a need for larger capital expenditures to address the cumulative problems of deferred maintenance. For example, a scarcity of financing in the city's recurrent budget in recent years to replace ailing trees in Evergreen cemetery has led to a large backlog of hazardous trees awaiting replacement. A recent assessment estimated at \$250,000 the cost of removal of hazardous trees in Evergreen Cemetery that pose an immediate safety threat to cemetery visitors and to privately owned monuments. The Parks commission devoted some of its discretionary budget in

³ Trust for Public Land, "Conservation Finance Feasibility Study, City of Portland Maine: March 2015."

2014 for hazardous tree removal at Evergreen Cemetery. The city's recurrent budget this year provides an additional \$50,000 for that purpose – a positive start, but still far short of the larger need.⁴

An important instrument for documenting and defending recurrent budget requests to improve the quality of Portland's parks and green spaces is the new maintenance standards that are being developed by the Parks and Recreation Department. These standards will describe the staffing and budget requirements for maintaining Portland's parks, not only to current maintenance standards, but also to desired improved standards.

Comparison of staffing ratios for Portland's Evergreen Cemetery with those of other heritage cemeteries illustrates the magnitude of the gap in some areas between actual and ideal staffing for maintenance of Portland's parks and open spaces: Under current staffing at Evergreen Cemetery, each cemetery staff member is responsible for maintaining cemetery grounds for 5,720 gravesites. The corresponding ratio at Mount Auburn Cemetery, the first of New England's heritage cemeteries, is one staff member per 1,727 gravesites.⁵ Better staffing of our existing parks – including park rangers and seasonal workers – has been a continuing theme of the Parks Commission's advocacy work.⁶

Since 2008, Portland's parks were managed by the Department of Public Services. This arrangement contributed to neglect of ongoing maintenance needs of Portland's parks and open spaces because these needs tended to be eclipsed by the ever pressing needs for snow plowing, road & sewer repair, and other urgent public works. The recent consolidation of parks and open spaces management under the new Parks, Recreation, and Facilities Management Department should help address this problem by fostering a true sense of institutional ownership for Portland's parks and open spaces.

The Parks Commission expects and recommends that this new management responsibility will lead to increased allocations in the recurrent budget for maintenance and improved quality standards in Portland's parks and open spaces, including

⁴ Under a grant obtained recently by the Friends of Evergreen, standards are being developed for replacement tree planting at Evergreen Cemetery that are designed to restore the key landscape features of the historical cemetery.

⁵ Nathan P. Robbins, "Creation of the Turf Maintenance Calculator and Cost Assessment for Portland's Parks and Cemeteries," page 22.

⁶ The Parks Commission played an important role in the decision to recruit Portland's first full-time Park ranger.

maintaining the full-time park ranger position, adding additional seasonal staff for park maintenance and oversight, replacement of hazardous trees at Evergreen Cemetery and other parks and open spaces, removal of invasive species, and the other actions listed in Section 3.6, above. It also expects and recommends that the City include financing in either the CIP or the recurrent budget for next year to implement the signage project described in Section 4.5.

4.4 Identifying and Supporting Partnerships

Portland's Park and Opens Spaces benefit greatly from collaborative partnerships developed over time. Currently, these partnerships are primarily between the city and non-profit Friends & Community Partner (FCP) groups that support and advocate for specific parks or open spaces in the city. FCP are encouraged to report to the Parks Commission to make the commission aware of needs and improvements that will enhance the user experience in a park or open space or correct a deficiency that might create a risk to those who enjoy the park.

Although currently there is no formal procedure to be designated a FCP group, the Parks Commission has identified the following 11 "friends groups" as being active to some degree in 2015-2016:

- Friends of Capisic Pond
- Friends of Congress Square
- Friends of Deering Oaks
- Friends of the Eastern Promenade
- Friends of Evergreen Cemetery
- Friends of Heseltine Park
- Friends of Lincoln Park
- Friends of Longfellow Park
- Friends of Payson Park
- Friends of Eastern Cemetery – Spirits Alive
- Friends of Fort Gorges

Some of the above friends groups are of long standing (Friends of the Eastern Promenade, Friends of Deering Oaks, and Friends of Evergreen Cemetery). Others have been in existence a comparatively short period of time (Friends of Congress Square Park and Friends of Payson Park). These groups provide the Commission with valuable input that helps define the direction the Commission. Friends groups also secure private grant money for park design, improvements, or special events.

The success of Portland Parks and Recreation relies on the collaborative support, advocacy, and enthusiasm through dedicated public stewardship efforts. Partnerships between municipalities and local constituency groups are crucial for the support of parks and open spaces. Each year, devoted Portlanders help the city's natural areas, trails, playgrounds, open spaces, athletic and recreational facilities flourish through volunteerism primarily through "friends groups" and community partners (FCP). While some of these groups and partners are well established, others are ad hoc, but all are important. The Parks Commission is committed to fostering the beneficially mutual relationship between FCP groups and their collaborative alliances with Portland Parks and Recreation.

Portland's Park and Opens Spaces benefit greatly from collaborative partnerships developed over time. Currently, these partnerships are primarily between the city and non-profit Friends & Community Partner (FCP) groups that support and advocate for specific parks or open spaces in the city. FCP are encouraged to report to the Parks Commission to make the commission aware of needs and improvements that will enhance the user experience in a park or open space or correct a deficiency that might create a risk to those who enjoy the park:

- Getting organized,
- Clarify values, obligations and expectations,
- Providing a spectrum of process and implementation guidelines, and
- Define expectations for best practices.

Friends Success Story: Congress Square Park

The Friends of CSP is an example of a highly successful and productive friends group. They currently have 51 active volunteers in addition to multiple community and external partners to help support programming, infrastructure, and community use. In 2015, the Friends of CSP held 121 events featuring 258 artists who were paid. These events engaged an estimated 8,000 people including seniors, students, families, artists, immigrants, tourists, workers, and the general public. This does not include the many thousands of people who strolled by or stopped by for a short time to enjoy the experience.

The increased activity has added to the welcoming atmosphere of CSP and brought more people to interact in the heart of the Arts District and contributed to attracting an estimated 8,500 additional visitors during non-event times of the day.

4.5 Park Signage

In 2013, the Parks Commission undertook an initiative to inventory and assess the use of signage throughout Portland Parks. The findings were that many parks have no signage; those parks with signage often relied on unwelcoming prohibition-behavior based signage, and there was no consistence in design or messaging.

In 2015, The Park Initiatives Committee was tasked with designing and implementing new and consistent welcoming and regulatory signage for the Portland Park System. The task of this committee is to standardize signage for the parks and begin the process of placing these signs in the parks of Portland. The goal is to improve user experience in parks and make better use of the resource that is the Portland Park System.

The committee researched signage from other cities that might provide a model for our parks system. Committee members identified parks where we could begin the process of placing standardized signs, which: Payson Park, Lincoln Park, Riverton Trolley Park, Back Cove Trail, and Dougherty Field. The committee also studied regulatory signs with the intent of trying to reduce sign clutter. Due to a lack of funding, the committee reconsidered the goals for the implementation of signage in the first year of the project and decided to model signage design based on preferable signs already existing in Portland Parks. One tier of signs would be used for historic parks such as Lincoln Park with the design based on signs at Deering Oaks. . The second tier would be used in general-purpose parks and playgrounds such as Payson Park and would be based on the design of existing park signage such as the sign at Riverton Trolley Park. The committee was given \$2,500 by the city to work with a consultant to site the signs in 5 parks and create a construction-ready design, including a list of materials needed to produce a quality sign, which would be both attractive and long lasting. All design work will be electronically stored for future use. The consultant will also create and collect icons used to promote uses of the park land. A database of regulations that can be adapted for each park will also be produced for use in regulatory signs.



Based on an assessment of necessary resources to design and install construction-ready signs for the five parks, the committee estimates approximately \$25,000 will be needed. Recognizing that the resources for this project are not available at this time, the committee's goal is to work with community partners, friends groups, and the city to gradually fund and implement this important project.

Congress Square Park
Photos Courtesy of Bree Lacasse



**Parks Commission
Meeting Minutes
Thursday, January 5, 2017
5:00 PM
City Hall, 389 Congress Street, Room 24**

In attendance: Commission members Diane Davison, Cynthia Loebenstein, Craig Lapine, Meri Lowry, Councilor Belinda Ray, Jaime Parker, Travis Wagner, Steve Morgenstein, Dory Waxman, Michael Mertaugh, Carol Hutchins, and Nathan Robbins. City Staff Members: Sally DeLuca, Ethan Hipple, and Alli Carroll.

Diane called meeting called 5:10pm

I. Citizen Comment Period

- a. George Rheault mentions the public comment issue that has come up in recent Parks Commission and Land Bank meetings. He states that the Land Bank Commission received advice which was different from what Parks Commission obtained. Mr. Rowe just wants to be clear and that he thought it to be a very simple matter and that committees should require to observe the public comment. Besides that, he is very interested in Peppermint Park. He believes leasing is off the table and hopefully that is in Sally's update. Diane pulls our attention to the agenda and states that both issues are on their radar.

II. Motion to accept December 6, 2016 Meeting Minutes.

- a. Belinda motions to accept the December 6, 2016 meeting minutes and Michael seconds. Travis states that his intent during that meeting was not to change the ordinance but to adopt it as a policy in Parks Commission as a request to lease the land at Peppermint Park. He requested to strike the misleading sentence, 6th line down from the top of the page. Meri also pointed out the 11th line down that states "very short open spaces" and asked to strike "very short" from the sentence. Diane asks, all in favor of accepting minutes as amended. Passed unanimously.

III. Agenda Items

a. New Business

- i. Diane begins the new business portion of the meeting with issue of public comment on action comments and proposes that they table this until the Land Bank and Parks Commission meeting. There was then a small discussion on the matter. Michael supports public comment due to his personal experience. Steve, however, is worried that too much public comment can cause meetings to get bogged down. Diane suggests the three-minute rule to try to control the meeting more and to avoid discrepancies. Travis suggests accepting written comment but the group believes that their meeting is too tight to accept all written comments and that it puts a lot of pressure on staff. Finally, they decided to table it until they speak with Land Bank.
- ii. Caitlin Cameron joins us tonight regarding the Congress Square Redesign. WRT presented on December 15th during a public meeting. Traffic will be reworked with project to improve accessibility. Ideally would like to create an identity due to it residing in the arts district. Also, would like to create an open space for citizens. This is a schematic design but there are a lot of steps to go through still. Materials and such for example are not selected yet. Caitlin is interested in obtaining feedback and thoughts on how the schematic meets the vision for the space and how it will improve accessibility. Cynthia suggested very durable materials such as granite and states that she is very excited about the plaza in front of the art museum. Michael is very pleased with its simplicity. Nathan enjoyed seeing it come together but wonders what they plan to do with storm water? Caitlin says they haven't gotten to that yet but they will be using local plants that will be naturally watered by rain. Travis is nervous that it may be high maintenance cost. Ethan says that now that this is designed, we are meeting with field staff to discuss what to expect. Everyone continues to praise Caitlin on the great design and she finalizes

this agenda item by asking everyone to please reply online or to email her directly. Everyone thanks her.

IV. Communications/Updates

- a. **Fort Sumner Moratorium update (future view protection for Portland's green spaces):** Councilor Ray says that Michael was fantastic with bringing ideas from other communities. She then directed members to view the picture of the progress and stated that in the overlay zone a development could not rise over 160.27 feet. So, it keeps everything below the viewing area of the plaza. Therefore, the roof, AC unit and everything else needs to go below this height. When you move from the plaza, that height goes down so that the view stays optimal. They are still on track for this project. Jaime wonders if future green spaces will be addressed more generally or city wide. Belinda states that different parks have different needs, so we need to go place by place. Michael questions what happens if the schedule is not met; Is there something where the developer can move ahead? Belinda says that she doesn't believe so but she has double checked and this can be retroactively enforced. I can't see it not passing. Very confident. Nathan suggests that it might be good to reference the date of the data. Michael states that it was a remarkable effort and model of what cities should do when a precious resource is under threat. Kudos to the planning board and city council. He suggests that a formal letter of gratitude be written and given to the parties involved. Diane, Alli and he will work on it.
- b. **Amethyst Lot note:** Ethan says a design team has been picked and it is Stantec which has a team of over 200. They have done some amazing waterfront projects and have a really strong local office. Contract needs to be finalized and then it will move forward. Jaime asks if there will be a rep for Parks Commission on it. Diane says that Doreen and she have tag teamed on it.
- c. **FY18 CIP Process update:** Sally wants to share with you the CIP updated list. She asked each division what they need, listed it, and then finally, the bold and italicized is what made it through. She worked with each division manager and then had to go back and prioritize. When she thought about how she should prioritize, she gave preference to projects that would bring in revenue and that were old requests that kept being put off. Sally asked for \$4.1 million; last year we got over just over \$2 million. If you go down to #8, that's the \$2 million mark, showing you which projects that Ethan asked for that made it into the list. Also, just because it's on her list doesn't mean it will be on Jon Jennings' list. It will be finalized soon because Jon wants it before the city council so that projects can get it started in the Spring.
- d. **Peppermint Park (lease update):** Meri asks if it is the department's preference that the alleyway gets removed. Sally says it is our preference to sell it. Ethan says the departments looked at it very carefully and talked with staff and police, and we think it won't be a loss to the public since it's not in use anyway. Meri believes a sale might make more sense. Sally says that this is a playground for children but it was being used by those who are doing a lot of drugs. Now that we have closed it off, we haven't seen as much of the issue. Meri states that Land Bank had a discussion last month and they haven't made a recommendation yet. Jaime disagrees. We need to take everything into consideration. I understand staff and police concerns. It's a problem area and it has been for a long time. But we need to think long term. He believes it's short sighted to sell it and that leasing is a better option. There was more discussion regarding which was best but nothing was decided.

V. Unfinished Committee Business

- a. **Finance Committee:** Michael said that the Trust for Public Land Finance Study discussed in particular five options for financing. One: city initiative to issue general obligation bonds. Two: City initiative to increase property taxes. Three: Citizens' initiative to increase property taxes. Four: impact fees for park abutters. Finally, five: Tax increment financing. Impact fees could be appropriate for financing the investment costs of new park development at Amethyst Lot and Congress Square Park. But to improve the standards of park maintenance, any increase in financing would need to come through the ongoing budget process. Better documentation of needs through park-specific maintenance standards would help ensure improved financing.

- b. Annual Report/Inventory Committee:** Jaime motions for the inventory to be adopted at the same time as the report. Craig seconds. Cynthia would like cemeteries to be protected as well. Meri says cemeteries are not parks. There are properties that deserve the protection of parks. What Parks Commission is doing now is not that. It is just a current parks inventory list. Meri also thinks that Parks Commission should wait until their meeting with Michael for legal advice and to set a definition of parks for future use. Travis thinks we should move forward with a new definition and that this is an organic list that's going to change. We shouldn't delay it any more. Craig asks if there is any back up documents that define these properties. Ethan says there are bounds and parcel definitions. Also, Nathan says Obrien street: last page should be spelled "O'Brion Street". Belinda says that University Park may be better listed below rather than above the list due to it being a Land Bank property.
- Motion passed as amended with one dissenting.

Motion to adjourn at 6:57pm.

Parks Commission Agenda
February 2, 2017
5:00 PM
Portland Maine City Hall
389 Congress Street, Room 24

In attendance: Commission members Diane Davison, Cynthia Loebenstein, Meri Lowry, Belinda Ray, Jaime Parker, Travis Wagner, Dory Richards Waxman, Michael Mertaugh, and Carol Hutchins. City Staff Members: Sally DeLuca, Ethan Hipple, and Alli Carroll.

Diane called meeting at 5:05 P.M.

I. General Citizen Comment Period

George Rheault is pleased that Peppermint Park is still in discussion and thinks that a large light and security camera on the Montgomery Street side would help with security issues. Also, is wondering if things are still shifting with the CIP list. Hoping to learn more in this meeting. The Great Diamond tennis court redo is not necessary. There are hotel tennis courts around the area and the money could be put to better use. Lastly, the Fitzpatrick score board could be a great chance for a fundraising opportunity.

II. Agenda Items

a. Acceptance of Meeting Minutes for January 5, 2017

Travis motioned to accept. Meri seconded. Michael sent Alli grammatical errors that are to be corrected. Belinda mentioned that George Rheault's name is spelled wrong. Unanimously passed as amended.

b. New Business

i. Allow public comment on action items

Meri says that Land Bank and Parks Commission Ordinances differ. Land Bank says they "will" allow public comment and Parks Commission says they "may."

ii. Establish a Parks Commission "Recruitment Committee"

Diane motioned to have a recruitment committee. Steve and Dianne would participate in it. Sally will staff it. By Land Bank ordinances, certain groups should be represented. Diane would like to do a strategic outreach so that they have an opportunity to keep the committee strong. Michael suggested that current committee members create professional profiles so that everyone can understand how each person benefits the committee and where we could use some assistance. A brief biography and photograph could be put on the Parks Commission website. Diane said they will look at strategic planning agenda.

Diane asked, all in favor? Passed unanimously.

iii. Amend PC rules to elect PC officers

Diane said, given that Commissioner terms run up at the end of June, she would like to suggest that they amend the Land Bank Commission rules and do Officer elections in June so that we are ready with the new City of Portland's fiscal year and for Dory's health. Jaime moved, Travis seconded. Current Commissioners serve through June 31st, 2017. Meri would like to know if they are contemplating two or three year terms? Diane said they have not decided that. Currently, Commissioners have 3 year terms and

Officers have a 1 year term. Travis thinks it makes sense to align with everything else. Alli and Ethan will be looking into changing the rules and getting everyone a copy. Diane asked, all in favor? Passed unanimously.

c. Communications/Updates

i. Councilor Ray – Fort Sumner Update

Approved overlay with no amendments. It will come to the council on Feb 6th. It can be retroactive to the 22nd. Everyone thanked her for all of her hard work.

ii. Ethan – FY18 – 10 year CIP process update

Ethan said that they are trying to build a schedule that is aggressive but realistic. The CIP list is not final, but it is our recommendation that Sally will take to Jon Jennings and the City Council. Ethan met in person with a lot of staff and friend's groups. Tried to prioritize on many factors including: funds, partners, balance in different districts, and parks that do not have friend's groups. Sally praised Ethan and his staffs hard work. Ethan continued to say that \$25,000 is the threshold for these projects. Sally said that what has happened in the past, is that because they have not had enough money in the operating budget, some of these things have deteriorated to the point that they have made the CIP list. For example: playgrounds. The City has thirty playgrounds and the CIP list has them on a fifteen-year cycle, so they have to do two playgrounds in one year and one in the following. Cynthia praised and thanked Ethan, Sally and city staff who worked so hard to create the list. Everyone agreed. Belinda asked who LWCF was. Ethan replied with "Land and Water Conservation Fund" which is federal money that is collected from off shore oil leases and put in a fund that is given to the states to then be used for outdoor recreation for the public.

Jaime leaves the meeting at 5:55pm

d. Unfinished Committee Business

i. Finance Committee

Michael said that they are trying to get together to discuss Amethyst Lot and Congress Square Park, but they have not had a chance yet.

ii. Strategic Planning Session; discuss agenda draft & select date

Diane suggested that the committee cancels the monthly meeting on March 2nd, 2017 and meet on Saturday, March 4th, 2017 instead. Location will be TBA. It will be held at 9:00 a.m. – 12:00 p.m. Everyone's good with it. Alli will add the meeting to the City's website so that the public is aware of it.

iii. PC-LB meeting with Michael Goldman

Tentatively scheduled for Feb 23rd, 2017 from 5:00 p.m. – 7:00 p.m. at City Hall Room 24. All members at this current meeting can make that date. Meri will send out questions to everyone and Michael Goldman ahead of time. In addition, Alli will be there to take notes and create a permanent guide for the committees.

e. Commissioner requests for Agenda Items

- i. Amethyst Lot:** Ethan says that City Staff and Stantec, the design team, have met. The process is moving pretty quickly. They have received a lot of feedback and guidance. Stantec has had great designs in other communities and they take in consideration

numerous aspects. Dory asked if they have vetted everything and that everything is okay? Ethan says he is sure Stantec has and that they have a lot of great waterfront experience. That is why they were chosen. Diane agreed and mentioned that they presented very well.

Motioned to adjourn at 6:17 P.M. Cynthia and Dory