

^{1.}**Parks Commission Meeting 04062017**

Documents:

Park Commission 2017-04.pdf
Parks Commission Agenda 4.6.17.pdf
Parks CIP Timeline.pdf
Parks Commission Minutes 02022017.pdf



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: April 2017

Budget

Operations budget process ongoing. Parks Division advocating for 5 additional staff in Parks, Horticulture, Cemetery and Forestry sections to bring maintenance to a higher standard and improve customer service.

Evergreen Urban Forest Management Project Complete

As the many visitors to Evergreen Cemetery know, the city Forestry Division is overseeing a Forest Management project in the 100-acre woods. The concept of conducting urban forest management is an often overlooked component of maintaining sustainable, long term forests. While the equipment used for this work is similar to timber harvesting on private or commercial lots, the urban forest management project has a focus on improving forest health, habitat, and recreation activities. Project complete, restoration and removal of slash to occur Spring 2017.

Meadows in Portland Parks

Portland Parks maintains a growing list of meadow areas (no-mow zones) in various parks and open spaces throughout the city. Developed partnership with Maine Audubon to bring schools and youth groups in to help plant wildflowers. Projects will commence Spring 2017.

Portland Opportunity Crew

Planning logistics and projects for Portland Opportunity Crew, designed to engage panhandlers in meaningful projects in Portland Parks. Crew Leader from Social Services will pick up local panhandlers and bring them to work sites throughout Portland Parks. Minimum wage, lunch and connection to social services provided for participants. Crew will start in late April 2017.

Tree Planting

Tree Planting program setup is active. Thinking Spring! Matching up tree sites to available tree types and funding. Target is 150 new trees for Portland.

Hall School



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

Ethan Hipple
Director
Parks Division

New Hall School project is getting ready, site clearing planned for April School vacation week. We are working with our vendor Southern Maine Forestry to arrange site clearing and forest management work at the site.

Pesticide Ordinance

Provided feedback on draft pesticide ordinance. Parks Division position is that exemptions are needed for 5 high-use athletic fields covering 11 acres (out of 721 acres under our management, 1.5%). The rest of our properties (710 acres, 98.5%) are already free of regular use of synthetic pesticides.

Events in Parks

Finalized 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... New rules allow for 1 large event per park, per day. For Back Cove and Payson Park, first full weekend of every month will be event-free, reserved for general use by the public.

Signage

Prototype sign installed at Ft Sumner Park. More to come in FY18 (July 2017).

Farmers Market

Set new guidelines for Farmers to rotate the use and impact of the weekly Market. Rotating which side of Farmers Market Rd will be used for pedestrians and queuing so that soil and turf restoration efforts can take place. Significant aeration and reseeding will take place Spring 2017. Additional bollards will also be installed to decrease illegal parking on tree roots.

Winter Operations

Winter snow clearing continues on 120 miles of city sidewalks.

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

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 Spring 2017. Working with Engineer to develop bracing system for failing casemates.

Lincoln Park Walkways



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

Ethan Hipple
Director
Parks Division

Contractor selected, MOU with Friends of Lincoln Park in place. Groundbreaking ceremony for walkway and fountain project scheduled for Thursday, April 13th, 4pm.

Amethyst Lot

Public input sessions ongoing, conceptual design in progress.

Fox Field Food Forest

Met with Fox Field Food Forest Organizers (East Bayside Neighborhood Association). Gave conditional approval to concept, but EBNO must check in with Police, Public Housing and Planning as well. Creating an MOU to outline responsibilities, 5 year maintenance plan (maintenance by EBNO).

Lyman Moore Athletic Fields

Construction drawings at 90% for field drainage and restoration project. Out to bid Spring 2017.



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

April 6, 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 (public comment taken on action items only) | |
| | | |
| A. | Acceptance of Meeting Minutes February 2, 2016 | (3 min) |
| | | |
| B. | New Business | (15 min) |
| | Recruitment Committee Report - Travis | (10 min) |
| | Terms expiring | |
| | Annual Capital Improvements Plan Timeline | (10 min) |
| | | |
| C. | Communications/Updates | (20 min) |
| | <ul style="list-style-type: none"> • Ethan – <i>written report provided for preview (last on the list)</i> <ul style="list-style-type: none"> o FY18 – Operating & CIP budget update | |
| | | |
| D. | Committee Reports | (20 min) |
| | <ul style="list-style-type: none"> • Revised Committee Structure • Park Initiatives - • Finance Committee • Annual Report/Inventory Committee | |
| | | |
| E. | Commissioner requests for Agenda Items | (5 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 Capital Improvement Plan Timeline

May--June:

1. Department of Parks, Recreation and Facilities issues call to stakeholders (Friends and Neighborhood Groups, the schools, and the public) for project proposals.
 - a. Department of Parks, Recreation and Facilities will publicize the existing 10-year Parks Capital Improvement Plan, so that stakeholders will be aware of the current city-wide 10-year schedule of projects and prioritization.
 - b. If a stakeholder group submits more than one project for consideration, the projects should be listed in an itemized, prioritized list.
 - c. Stakeholders submitting projects not already on the 10-year Parks Capital Improvement Plan should include cost estimates from a qualified engineer, contractor or landscape architect.
2. Project Requests and cost estimates due to Department of Parks, Recreation and Facilities by June 30.

July

1. Department of Parks, Recreation and Facilities compiles and reviews project requests. Sources:
 - a. Existing 10-year Capital Improvement Plan
 - b. Unfunded requests from prior years
 - c. Portland Open Space Vision and Implementation Plan, Parks Master Plans, Facilities Master Plans, Athletic Facilities Task Force Plan, and other relevant plans
 - d. Departmental knowledge and professional insight
 - e. Requests from Friends Groups, schools, and other stakeholders
2. Projects from stakeholders are submitted as requests. Department of Parks, Recreation and Facilities will review all requests and either:
 - a. Add to 10-year Parks Capital Improvement Plan according to 10-year schedule and budget parameters.
 - b. File the project request if deemed inappropriate, undesirable, or unfeasible.
3. Department of Parks and Recreation prepares and submits 10-year Capital Improvement Plan to Parks Commission by July 31.
 - a. Includes in submission all requests from stakeholders
 - b. Includes in submission all recommended projects for upcoming fiscal year.

August--September

1. Parks Commission reviews project proposals for upcoming fiscal year by undertaking these steps:
 - a. Review materials submitted by the Department of Parks and Recreation (which includes requests from public stakeholders)
 - b. Conduct a public meeting(s) to hear from Friends Groups, Neighborhood Associations, and other interested stakeholders
 - c. Following public meeting(s), Parks Commission shall provide written recommendations on projects being proposed for upcoming fiscal year, submitted to Department of Parks and Recreation by September 30.

October

1. Final review of 10-year Capital Improvement Plan by Department of Parks, Recreation and Facilities.
2. Backup materials prepared, quotes finalized for projects being recommended for upcoming fiscal year.
3. Staff input of CIP requests into City financial system by October 31.

November

1. Department of Parks, Recreation and Facilities submits the final Departmental recommendation to the City Manager's office; attaches the Parks Commission Recommendations.

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 seem is will and PC is 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