



Commission Members: Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, Meri Lowry, William Mann, Roger Berle, Steve Morgenstein, Andrew Butcher and Councilor Justin Costa.

City Staff: Doug Roncarati, Michael Goldman, Ethan Hipple and Alli Carroll

City of Portland
Land Bank Commission Agenda
April 10, 2019
5:00 PM
Portland, Maine City Hall
389 Congress Street, Council Chambers

- I. Citizen Comment Period
- II. Agenda Items
 - i. Acceptance of Meeting Minutes: March 13, 2019
 - ii. New Business
 - a. Paper Street Update - Chris Huff
 - b. Secretary Report
 - c. Treasurer Report
 - d. Outreach Committee Update

Vote to adopt Community Outreach Program
 - iii. Old Business
 - a. Holbrook Street Update
 - b. Revisit Priority List
 - iv. Communications/Updates
 - a. Parks Report

The Land Bank Commission is responsible for identifying and protecting open space resources within the City of Portland. The commission seeks to preserve a balance between development and conservation of open space important for wildlife, ecological, environmental, scenic or outdoor recreational values.



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Land Bank Commission

In attendance: Commission members Pat Bailey, Steve Morgenstein, Simon Rucker, Kara Wooldrik, William Mann, Andrew Butcher, and Roger Berle. City Staff Ethan Hipple, Doug Roncarati and Liz Deletetsky.

Land Bank Commission Minutes

March 13, 2019, 5:00 PM
389 Congress Street, Council Chambers
Portland, Maine 04103

I. Citizen Comment Period

There are no citizens present at this time.

II. Acceptance of Meeting Minutes: February 13, 2019

Pat motioned to accept the meeting minutes of February 13, 2019. Steve seconded. Bill abstained. Six in favor. Motion passed.

III. New Business

Ad Hoc Ordinance Committee Update: Ethan gave Ad Hoc Ordinance Committee Update. He summarized previous discussions about overlap between Parks Ordinance and Land Bank Ordinance. The concern is the public not having a clear understanding of which properties fall under which commission. The Committee's proposed solution is to classify developed parks under Parks Commission and other conservation properties under Land Bank Commission. The Committee also proposes updating language to require larger majority vote to make any changes. The committee will be reconvening and proposals will be brought to City Council. Members discussed concerns about some properties losing the protection of Land Bank approval.

Ethan had no updates on the abandoned streets project.

IV. Old Business

a. Secretary Report

Simon said there isn't much to update as he has been focusing on outreach committee. He has updated minutes and agendas and past documents from recent meetings.

b. Treasurer Report

Andrew and Ethan suggested the 3rd Friday of each month would be a good deadline for generating financial reports.

Pat mentioned an interest in looking at expenses that occurred in last 6 to 8 months. Members agree that a comprehensive report of historic transactions would be beneficial for making decisions going forward.

Andrew said he has been drafting a document regarding updating financial policies and procedures. This document is on the Google drive. City staff need to review and provide



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feedback before next month's meeting.

c. Outreach Committee Report

Simon and Andrew have drafted an overview of plans to increase awareness and public engagement on the Google drive. Some changes have been made to this document since the last meeting.

Everyone approves of the current status and are in favor of moving forward with next steps to meet with the City legal department and get input from Greg Mitchell. Members discussed various methods of generating awareness including press releases, City social media, the City website, Urban Runoff 5k/Green Neighbor Family Fest, and meeting with neighborhood groups and the School Department. Andrew suggested a phased promotion plan and starting with the Green Space Gathering.

Ethan is planning on reaching out to Dory Waxman.

Members revisited the May field trip meeting discussion. City staff will put the list and timeline on May agenda so public can follow.

Members discussed reaching out to neighborhood groups in proximity to Redlon, Oat Nuts, and Holbrook parcels. Pat is planning on reaching out to the Redlon neighborhood.

Ethan suggested using a City mini bus and meeting at 212 Canco Rd.

d. Parks Commission Report

No report at this time.

e. Parks Update

Ethan shared that the Walk in the Park series is now updated and on the City website and there will be a bus tour of City monuments and statues.

Meeting adjourned at 6:05 PM.



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Parks, Recreation & Facilities Department
Sally DeLuca, Director

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Matt Coleman, Parks Director

TO: Parks Commission and Land Bank Commission
FROM: Matt Coleman, Parks Director, Parks, Recreation and Facilities Department
SUBJECT: Parks Division Update
DATE: April 2019

Parks Division Staff Update

After receiving over 50 applications for the Athletic Facilities Supervisor position, we have narrowed the field down to three. Second round interviews are scheduled and we expect to make a recommendation for hire soon. The new position will play a key role in improving athletic field conditions while working in compliance with the City's pesticide ordinance.

Community Gardens

Another season is about to start with our partners at Cultivating Community. The Parks division will assist the 11 community gardens with deliveries of compost, woodchips, and leaves. We will also assist the gardens with minor fence repairs and site improvements. We look forward to another successful year with the program.

Portland Opportunity Crew

The City's Social Services Division will again partner with the City's Parks Division to implement this program. The program had a successful season and we look to improve upon it again this year. The effort these individuals make to beautify our parks and open spaces is greatly appreciated by all.

Riverton Elementary School Playground

Staff have conducted several meetings with school staff, parents and students to plan the new playground. Recommendations have been reviewed and we are in the process of putting together a request for proposals for the design and installation.

Spring Clean Up in Parks

The snow and ice are just about all gone and now it's time to get our parks looking sharp. The Parks crew have been busy with leave removal, trail surface repairs and litter cleanup. Next up



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will be maintenance tasks in our two dog parks, implementing our turn management programs, and completing various park improvement projects.

Deering Oaks Aeration Project

The project is underway with site prep work and assembling of the system's equipment. Staff will be coordinating cleanup of the pond floor and installation of the aeration system, duck house and fountain lights all at the same time. We are excited to see this system in action and expect to see positive results in the overall quality of the water.

Athletic Facilities

Our athletic and recreation facilities are coming out of hibernation. Tennis court nets are going up, playgrounds are being inspected and repaired as needed, and fields are being set up for play. The last of our winter recreation sites have been put away and we will now focus on getting up and running for the spring sports season.