



CITY OF PORTLAND
Land Bank Commission

In Attendance: Commission Members: Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, Andrew Butcher and Councilor Justin Costa. City Staff: Doug Roncarati, Ethan Hipple and Alli Carroll. Member of the public: George Rheault

Land Bank Commission Minutes
February 13, 2019
5:00 PM
Portland, Maine City Hall
389 Congress Street, Council Chambers

I. Citizen Comment Period

There is no comment currently from the public.

II. Agenda Items

i. Acceptance of Meeting Minutes: January 09, 2019

Andrew motioned to accept the meeting minutes of January 9, 2019. Simon seconded. All in favor. Motion passed unanimously.

ii. New Business

a. Secretary Report

Simon reported that the annual report was submitted to the City Manager and City Council. He would like to go through the Google Drive more thoroughly and obtain more of the due diligence documents as reference. Pat offered to help retrieve those. Doug suggested being a part of that conversation to help make it as easy as possible. Simon and Alli will touch base gathering all agendas and minutes.

Members discussed future openings in the Commission. Councilor Ali is the chair of the nominating committee. Commission members will send some bullets of interest they'd be looking for in new Commissioners. Pat will touch base with City Clerk, Kathy Jones in May.

b. Treasurer Report

Andrew said that there aren't any updates regarding the approved budget at this time. He requested a monthly financial report from City staff. He will work with Ethan on this.

c. Outreach Committee Report - Strategic Planning and Field Trip Planning

It was discussed that the May meeting will be a field trip meeting. Staff will put list and timeline on the agenda so that members of the public can follow if they wish to. The Commission would like to visit the Redlon, Oat Nuts, and Holbrook parcels.

The ordinance suggests that the Land Bank Commission has an annual public hearing where they discuss the priority list and existing properties. It would be more formal than the regular monthly meetings. Kara asks if this could be combined with the Green Space Gathering held by the Parks Commission. Alli will connect the two Commission's outreach committees to work this out.

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The Commission discussed the memo Andrew presented regarding the proposed engagement fund. Staff suggested that doing this quarterly was ambitious. There is too much due diligence. There was also concern with the \$25,000 amount as it was more than half of the amount allocated to the Commission each year. Pat responded by saying this was the base for the fund, and then each year they would decide to add to it. Staff cautioned the Commission to not steer away from their mission of obtaining and protecting land. Councilor Costa agreed and mentioned that there is also a Parks Conservancy now. Commissioners will continue to make edits to the file. Andrew would like this to be finalized for the Green Space Gathering.

iii. Old Business

- a. **Holbrook Street Parcels -** *Vote for tax acquired vacant land parcels on Holbrook Street, designated by the Assessor as 335E11 to 13, for recommendation to the City Council to place in the Land Bank.*

Pat asked for any comments regarding the Holbrook parcels. Andrew asked for a brief background of the parcels as it pre-dates his time with the Commission. Members and staff shared that information.

George Rheault appreciates Andrew's request in needing more information. The packet presented was not complete with every document of due diligence that occurred throughout the process. He wants to make sure it was not able to be used for housing and that the Commission makes sure every rock was turned over before it gets to Council. Councilor Costa replied by stating that it is up to the Commission to say whether there is value of this land to be in the Land Bank. It is then up to Council to question it further.

Commission added that George's concerns were fair. They will suggest to Greg Mitchell and Lori Paulette to include more information, such as colored maps and the environmental review documents, in the packet that goes to Council to help answer any questions in advance.

Justin moved for tax acquired vacant land parcels on Holbrook Street, designated by the Assessor as 335-E-11 to 13, for recommendation to the City Council to place in the Land Bank. Kara seconded. All in favor. Passed unanimously.

- b. **Paper Streets Update**

Ethan updated the Commission that there is a Spring completion date.

iv. Communications/Updates

- a. **Parks Commission Report**

There is no report currently.

- b. **Parks Update**

Maine Conservation Corps will be coming again. In April or May, Ethan will come back to the Commission to share projects projected for this group.

Meeting adjourned at 6:24 PM.

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