



In attendance: Commission Members: Chair Patrizia Bailey, V.Chair Steve Morgenstein, Kara Wooldrik, Simon Rucker, and Andrew Butcher. City Staff: Doug Roncarati, Ethan Hipple and Alli Carroll. Member of the public: George Rheault.

Land Bank Commission Minutes

December 13, 2018

5:00 PM

Portland, Maine City Hall

389 Congress Street, Room

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Steve started the meeting at 5:10pm

I. Citizen Comment Period

George Rheault was curious as to where the Redlon Woods Cott donation was at in it's process as it was taking longer than anticipated to complete. He mentioned the parcel was part of the homeowner's association and asked if it wasn't anymore. Ethan responded by saying that the survey was still in process and that he will double check with Greg Mitchell in regards to the parcel's homeowners association status.

II. Agenda Items

i. Acceptance of Meeting Minutes: November 8, 2018

This was pushed until after the New Business because the Commission did not have a quorum yet. Once Pat arrived, Pat moved to accept the meeting minutes of November, 8, 2018. Andrew seconded. All in favor. Passed unanimously.

ii. New Business

a. Secretary Report

Simon said that the Commission set up a Google Drive. This will be a place to keep records and references. He explained that there is a project folder specifically to keep every project organized. It goes back about three years. Simon will continue to keep it up to date. Alli will consolidate the items staff has to include as reference.

Simon is also working on the Annual Report. He will have a draft for the Commission to review by next meeting.

b. Treasurer Report

Andrew said that this report is a work in motion. He thanked staff for providing financial information. Land Bank funds are under one-line item in the City's database. After chatting with Simon and Ethan, they will adapt the expense report to a more flexible budget process and categorize expenses to date as best as possible. He will have a document to look at of prior years and future goals by the January meeting.

Pat entered the meeting at 5:25 PM.

c. Outreach Committee Report

Andrew referenced the draft in the packets. Andrew and Simon explained their thought process through creating this draft. They focused on the Commission's goals and primary functions. Many of the Commission's functions feed into one another. Andrew would like the Commission to have a work plan calendar populated by the end of February.

Pat would like to start on revitalizing the maps. Simon says that there is a map from February 2018, so less work will be needed for this project than anticipated. The Commission finds it important to make it GIS based or something more efficient.

The Commission also wants to make sure this report expresses "why" it is important that they outreach. Pat said our mission statement should answer that question.

Everyone thinks this is a great start for being so much more organized and efficient. In addition, Meri requested through email that they discuss changing the meeting time. Pat has had communications with Mayor Ethan Strimling and Councilor Justin Costa regarding changing the meeting time so that Justin or another Councilor can attend. Councilors will be elected to Commissions in the second City Council meeting of this month. At that point, the Commission will decide on a meeting time.

iii. Old Business

a. Update on Redlon Woods

This work continues to be in progress.

b. Update on Oat Nuts Park

This work continues to be in progress.

c. Update on Holbrook Street Tax Acquired Property, 335E11

This work continues to be in progress.

d. Update on Forest Ave. Parcel by Riverton Elementary School

This work continues to be in progress.

e. Update on Paper Streets

This work continues to be in progress.

iv. Communications/Updates

a. Parks Commission Report

The Parks Commission did not meet this month, so there is nothing to report at this time..

b. Parks Report

Ethan elaborated on the "leaf disaster" that has occurred. They had snow in the middle of normal leaf pickup so that postponed normal efforts to conduct leaf mulching and removal.

Meeting adjourned at 6:00 PM