

KATE SNYDER (MAYOR)
PIOUS ALI (A/L)
APRIL FOURNIER (A/L)
ROBERTO RODRÍGUEZ (A/L)



ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
REGINA L. PHILLIPS (3)
ANDREW ZARRO (4)
MARK N. DION (5)

SPECIAL CITY COUNCIL MEETING - JULY 17, 2023 AT 4:00 PM

The Portland City Council will hold a City Council Meeting in Council Chambers. The Honorable Kate Snyder, Mayor, will preside.

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Council meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the order number (see below).

REMOTE ACCESS INFORMATION:

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall. The public may attend the meeting in person, however space in Council Chambers is limited. The public is therefore strongly encouraged to participate remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/88056480256?pwd=UElKRHo4czNjditaTC9zTG9zZk1QUT09>

Passcode: 833717

Or One tap mobile :

+13092053325,,88056480256#,,, *833717# US

+13126266799,,88056480256#,,, *833717# US (Chicago)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Webinar ID: 880 5648 0256
Passcode: 833717

International numbers available: <https://portlandmaine-gov.zoom.us/j/kvfsNk6gL>

PLEDGE OF ALLEGIANCE:

ROLL CALL:

4:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

ANNOUNCEMENTS:

RECOGNITIONS:

Recognizing Kathy Alves for her service to the City of Portland - Kate Snyder, Mayor

After 27 years of dedicated service to the City of Portland, Kathy Alves (Director of Public Buildings) is planning to retire in August 2023. We thank her for her decades of hard work, creative problem solving, and collaboration.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Special City Council Meeting Minutes- June 26, 2023

APPOINTMENTS:

Order 1-23/24 Appointing Michael Murray as Director of Public Works - Sponsored by Danielle P. West, City Manager

Michael Murray, who has been working for the City as Acting Director of the Public Works Department for almost two years, would be appointed by this order as Director with a salary of \$137,509. He has been with the City for almost 20 years in total. He has vast knowledge, skills, educational background, and experience regarding project and staff management, and he has done a wonderful job at the Public Works Department to date.

To make this item effective immediately, staff is requesting that this item be passed as an emergency. Seven affirmative votes are required for passage as an emergency after public comment.

Order 2-23/24 Appointing Members to Various Boards & Commissions - Sponsored by Legislative/Nominating Committee, Mayor Kate Snyder, Chair

This order will appoint members to various Boards and Commissions.

Five affirmative votes are required for passage after public comment. To make this item effective immediately and ensure a quorum of members are available to conduct business at the Rent Board's July 26, 2023 meeting, staff is requesting that this item be passed as an emergency. Seven affirmative votes are required for passage as an emergency after public comment.

CONSENT ITEMS:

**Order 3-23/24 Approving Transfer of Funds under 15 M.R.S. §§5824(3) and 5826(6)
Re: Raymond Whittington - Sponsored by Danielle P. West, City Manager**

This order authorizes the City Council to approve the transfer of \$16,696.00 and one .45 cal Springfield XD handgun in forfeited assets from the State of Maine to the City of Portland from the case of the State of Maine v. Raymond Whittington.

The money was seized during a drug investigation conducted by the M.D.E.A. in conjunction with the Portland Police Department. The money from this forfeiture order will be deposited into the Portland Police Department's drug investigation account. The money is used to offset the costs of drug investigations, such as drug analysis, drug purchases, covert surveillance, surveillance equipment, drug training and protective gear, such as body armor. The money may also be used to support the department's Law Enforcement Addiction Advocacy Program.

Order 4-23/24 Declaring July 29, 2023 the 21st Annual Greater Portland Festival of Nations - Sponsored by Danielle P. West, City Manager

The Festival, organized by Women In Need Industries and Mugadi Foundation, and co-sponsored by the City of Portland, showcases Maine's ethnic diversity. The festival features music, food, cultural exhibits, children's activities, and folk art from many nations around the world. Admission is free. Refreshments, crafts, artwork and other items will be for sale. The festival is held rain or shine.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

COMMUNICATIONS:

Com 1-23/24 Update on the Status of City of Portland Property Assessments - Elisa Marr, Tax Assessor

As a communication this item requires no public comment or formal Council action.

Com 2-23/24 Update regarding the 4/1/23 Rally and Portland Police Department Response - Danielle P. West, City Manager

As a communication this item requires no public comment or formal Council action.

Com 3-23/24 Update on Encampment Crisis Response Team - Director Kristen Dow (Health & Human Services) and Chief Keith Gautreau (Fire Department)

This communication provides an update on the structure, goals, and progress of the ECRT. Also included in the backup are staff-developed FAQs in response to the Info & Listening Session on Homelessness, held by the Council and City Manager on June 13, 2023.

As a communication this item requires no public comment or formal Council action.

Com 4-23/24 Regarding the Closure of City Hall on August 11 - Danielle P. West, City Manager

As a communication this item requires no public comment or formal Council action.

ADJOURNMENT:

ZOOM INFORMATION:

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall. The public may attend the meeting in person, however space in Council Chambers is limited. The public is therefore strongly encouraged to participate remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/89911473409?pwd=NllpZXRiWms3Nm9HQTNwaVZSWHlhZz09>

Passcode: 115765

Or One tap mobile :

+19292056099,,89911473409#,,,,*115765# US (New York)

+13017158592,,89911473409#,,,,*115765# US (Washington DC)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

Webinar ID: 899 1147 3409

Passcode: 115765

International numbers available: <https://portlandmaine-gov.zoom.us/j/koJo6UgHX>

PLEDGE OF ALLEGIANCE:

Mayor Snyder led all present in the Pledge of Allegiance.

ROLL CALL:

Mayor Snyder called the meeting to order at 5:00pm.

City Councilors Present: Councilor Rodriguez, Councilor Ali, Councilor Zarro, Councilor Trevor, Councilor Pelletier, Councilor Phillips, Mayor Snyder.

Councilors Absent: Councilor Fournier, Councilor Dion

5:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

Mayor Snyder opened the floor for public comment. The following individuals spoke: Lisa White (61 Washburn), Richard Ward, Guss Warmen (Downtown Vendor), Steven Scharff (Brackett Street), George Rheault (West Bayside), Veronica (No last name, store manager of Starbucks)

ANNOUNCEMENTS:

In Thanks to and Recognition of Interim Police Chief Heath Gorham - Kate Snyder, Mayor

Mayor Snyder recognized Interim Police Chief Heath Gorham for his Leadership

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Special City Council Meeting- June 12, 2023

Motion was made by Councilor Ali and seconded by Councilor Zarro for approval of the City Council Meeting minutes, June 12, 2023. Passage 7-0 (Fournier & Dion absent)

City Council Meeting- June 5, 2023

Motion was made by Councilor Ali and seconded by Councilor Zarro for approval of the City Council Meeting minutes, June 05, 2023. Passage 7-0 (Fournier & Dion absent)

PROCLAMATIONS:

Proc 31-22/23 Recognizing June 2023 as Gun Violence Awareness Month - Sponsored by Kate Snyder, Mayor

Mayor Snyder read Proclamation 31-22/23 Recognizing June 2023 as Gun Violence Awareness Month into the record.

Proc 32-22/23 Recognizing Jeff Sanders for 13 Years of Leadership at Maine Medical Center - Sponsored by Kate Snyder, Mayor

Mayor Snyder read proclamation 32-22/23 Recognizing Jeff Sanders for 13 Years of Leadership at Maine Medical Center into the record.

APPOINTMENTS:

Order 262-22/23 Appointing and Setting Salary of Mark W. Dubois as Police Chief - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Zarro and seconded by Mayor Snyder for passage. Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. The following individuals spoke: George Rheault (West Bayside), Ken Capron (Forest Ave)

CONSENT ITEMS:

Order 248-22/23 Declaring August 11 to 13, 2023 the 97th Annual St. Peter's Bazaar and Italian Street Festival - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Zarro for passage.
Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.

LICENSES:

Order 206-22/23 Granting Municipal Officers' Approval of The Pig Exchange LLC, dba The Thirsty Pig. Application for Class I FSE with Outdoor Dining on Private Property and Combined Entertainment at 37 Exchange Street - Sponsored by Danielle P. West, Interim City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez for passage as amended. Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. The following individuals spoke: Kristen Clark (523 Cumberland), Dave Aceto (District 2), Jim Brasser (99 Silver Street), Allison Stevens (Owner of Thirsty Pig), Dave Nowers (Manager of Thirsty Pig), Carol Morrisette (150 Middle Street), Rachel Henderson (150 Middle Street)

Motion was made by Councilor Trevorrow and seconded by Mayor Snyder to have no amplified entertainment outdoors. The following individuals commented on the motion: Councilor Zarro, Councilor Pelletier, Zach Lenhart (Licensing & Housing Safety Manager), Mayor Snyder, Councilor Phillips

Motion to amend passed 5-2 (Fournier & Dion absent, Pellitier & Phillips No)

Order 249-22/23 Granting Municipal Officers' Approval of Grizzly Bear Inc, dba Great Lost Bear. Application for Outdoor Dining on Private Property at 540 Forest Avenue - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali for passage.
Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.

Order 250-22/23 Granting Municipal Officers' Approval of DJZ LLC dba Portland Beer Hub. Application for Outdoor Dining on Public Property at 320 Fore Street- Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez for passage.
Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.

Order 251-22/23 Granting Municipal Officers' Approval of Shivababa Corp, dba Tandoor Indian Restaurant. Application for Class I FSE at 88 Exchange Street - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez for passage.
Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.

Order 252-22/23 Granting Municipal Officers' Approval of Stars and Stripes Brewing LLC LLC, dba Stars and Stripes Brewing. Application for Class A Lounge at 3 Spring Street - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez for passage.
Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.

BUDGET ITEMS:

Order 209-22/23 Approving Fiscal Year 2024 Administrative Fees for City Parking Garages and the Parks, Recreation, and Facilities Department - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 210-22/23 Authorizing the City Manager To Enter into Certain Agreements To Implement the Fiscal Year 2024 Human Resources and Certain Fringe Benefits Budgets - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 211-22/23 Approving the Fiscal Year 2024 Self-insured Liability Program - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Phillips to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 212-22/23 Authorizing the Director of Parks, Recreation and Facilities to Set Fees and Enter Rental Agreements for City Facilities - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Zarro to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 213-22/23 Authorizing the City Manager to Enter into Certain Agreements to Implement Fiscal Year 2024 Health & Human Services Budget - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 214-22/23 Authorizing the City Manager to Accept Scholarship and Trust Donations and Bequests and Enter into Trust Agreements - Sponsored by Danielle P. West, Interim City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 215-22/23 Authorizing the Director of Parks, Recreation and Facilities to Accept Donations up to \$10,000 for Parks, Recreation & Facilities Department Programs and City Funds - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 216-22/23 Authorizing Corporation Counsel to Undertake Civil Actions to Collect Delinquent Personal Property Taxes - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 217-22/23 Authorizing Non-Union Wage Adjustment - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 218-22/23 Designating Fiscal Year 2024 Funds for Specific Island Services - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 219-22/23 Appropriating \$3,611,343 in Fund Balance - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 220-23/24 Appropriating \$276,000 From Excess Fund for Casco Bay Island Transit District - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 221-22/23 Amendment to Portland City Code Chapters 24 and 28 Re: Various Fee Increases for Fiscal Year 2024 - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 222-22/23 Fiscal Year 2023-2024 Appropriation Resolve - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 263-22/23 Continuing Resolution in Lieu of Fiscal Year 2024 Appropriation Resolve - Sponsored by Danielle P. West, City Manager

*Point of order, this item was taken out of order and read before Order 209.
Motion was made by Councilor Rodriguez and seconded by Councilor Ali to pass item as an emergency. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. The following individuals spoke:
Steven Scharff (Brackett Street), Ken Capron (Forest Ave)
Item passed as an emergency.

UNFINISHED BUSINESS:

Order 102-22/23 Declaring July 14 to July 26, 2023 the Payson Park Music Festival - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez to postpone the item indefinitely. Passage 7-0 (Fournier & Dion absent)
Item postponed indefinitely.

Written Public Comment on Order 102-22/23

Order 224-22/23 Authorizing Amendment to Downtown Transit Oriented Development and Omnibus Tax Increment Financing District to Increase Funding for Creative Portland - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)
Mayor Snyder opened the floor for public comment. No one spoke.
Order postponed.

Order 240-22/23 Approving Residential Parking for Islanders - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Trevorrow for passage.

Passage 6-1 (Fournier & Dion absent, Phillips- No)

John Peverada (Director of Parking) gave an overview of the item.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

John Peverada (Director of Parking), Amy Oberlin (Munjoy Hill), George Rheault (West Bayside), Nathaniel Ferguson (Oakdale), Councilor Zarro, Councilor Trevorrow, Mayor Snyder, Councilor Phillips

Order 241-22/23 Accepting and Appropriating a United States Environmental Protection Agency Brownfield Assessment Grant of up to \$500,000 - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Rodriguez for passage.

Passage 7-0 (Fournier & Dion absent)

Mary Davis (Interim Housing & Economic Development Director) gave an overview of the item.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

Councilor Rodriguez

Order 242-22/23 Adopting Development Program for Portland Downtown for Fiscal Year 2023-2024 - Sponsored by the Finance Committee, Councilor Mark Dion, Chair

*Point of Order- Orders 242-244 were read together and public comment was taken on all three orders.

Motion was made by Councilor Zarro and seconded by Councilor Rodriguez for passage.

Passage 7-0 (Fournier & Dion absent)

Danielle West (City Manager) gave an overview of items 242-244.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

George Rheault (West Bayside), Portland Downtown

Order 243-22/23 Establishing Maintenance and Implementation Assessments for Portland Downtown for Fiscal Year 2023-2024 - Sponsored by the Finance Committee, Councilor Mark Dion, Chair

*Point of Order- Orders 242-244 were read together and public comment was taken on all three orders.

Motion was made by Councilor Ali and seconded by Councilor Zarro for passage.

Passage 7-0 (Fournier & Dion absent)

Danielle West (City Manager) gave an overview of items 242-244.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

George Rheault (West Bayside), Portland Downtown

Order 244-22/23 Approving Agreement between the City of Portland and Portland Downtown for Fiscal Year 2023-2024 - Sponsored by the Finance Committee, Councilor Mark Dion, Chair

*Point of Order- Orders 242-244 were read together and public comment was taken on all three orders.

Motion was made by Councilor Rodriguez and seconded by Councilor Ali for passage.

Passage 7-0 (Fournier & Dion absent)

Danielle West (City Manager) gave an overview of items 242-244.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

George Rheault (West Bayside), Portland Downtown

Order 245-22/23 Approving the Amended Wage Scale to the Collective Bargaining Agreement with the Police Benevolent Association -- Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.

Order postponed.

Order 246-22/23 Approving the Amended Wage Scale to the Collective Bargaining Agreement with the Portland Police Superior Officers Association - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Rodriguez and seconded by Councilor Ali to postpone until July 17, 2023. Passage 7-0 (Fournier & Dion absent)

Mayor Snyder opened the floor for public comment. No one spoke.

Order postponed.

Reconsideration of Order 239-22/23 Approving Changes to the Tax Increment Financing Policy - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

Motion was made by Councilor Trevorrow and seconded by Councilor Ali to reconsider the Order. Passage 6-1 (Fournier & Dion absent, Mayor Snyder- No)

Mayor Snyder opened the floor for public comment. The following individuals spoke:

Councilor Trevorrow, Councilor Ali, Councilor Phillips

Motion to refer Order 239-22/23 back to the Housing & Economic Development Committee. Passage 7-0 (Fournier & Dion absent)

ORDERS:

Order 253-22/23 Approving the Amended Wage Scale to the Collective Bargaining Agreement with the City Employees' Benefit Association, American Federation of State, County and Municipal Employees, Local 1373 - Sponsored by Danielle P. West, City Manager

The item is a first read item. No Council action taken.

Order 254-22/23 Approving the Amended Wage Scale to the Collective Bargaining Agreement with the Professional and Technical City Employees Association - Sponsored by Danielle P. West, City Manager

The item is a first read item. No Council action taken.

Order 255-22/23 Accepting and Appropriating \$9,428.57 in Assistance to Firefighters Grant Funding from the Federal Emergency Management Agency - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Ali and seconded by Councilor Zarro to waive the second read. Passage 7-0 (Fournier & Dion absent)

Danielle West (City Manager) gave an overview of the item.

Mayor Snyder opened the floor for public comment. The following individuals spoke:

Ben Bettez (Fire Department)

Motion was made by Councilor Rodriguez and seconded by Councilor Trevorrow to pass the item as an emergency. Passage 7-0 (Fournier & Dion absent)

Order 255-22/23 passed as emergency.

Order 256-22/23 Adopting Development Program for the Portland Tourism Municipal Development District - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

The item is a first read item. No Council action taken.

Order 257-22/23 Establishing Implementation Assessments for Portland's Tourism Municipal Development District for Fiscal Year 2023-2024 - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

The item is a first read item. No Council action taken.

Order 258-22/23 Approving the Development Program Manager Agreement between the City of Portland and Convention and Visitors' Bureau of Greater Portland Doing Business as Visit Portland - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

The item is a first read item. No Council action taken.

Order 259-22/23 Proposing an Amendment to Portland City Code Chapter 6 Re: Administrative Changes to Rent Board and Rent Control Ordinance - Sponsored by Danielle P. West, City Manager

The item is a first read item. No Council action taken.

Order 260-22/23 Amendment to the Portland City Charter Re: Gender-Neutral Language - Sponsored by Kate Snyder, Mayor

The item is a first read item. No Council action taken.

Order 261-22/23 Proposing an Amendment to Portland City Code Chapter 9 Re: the Citizen Initiative Process - Sponsored by Kate Snyder, Mayor

The item is a first read item. No Council action taken.

ADJOURNMENT:

Motion was made by Councilor Ali and seconded by Councilor Rodriguez to adjourn. Passage 7-0 at 8:15pm.

A TRUE RECORD

Ashley Rand, City Clerk

MEMORANDUM
City Council Agenda Item

FROM:

DATE: June 23, 2023

SUBJECT: Order 1-23/24 Appointing Michael Murray as Director of Public Works - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading

**Final
Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: n/a

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

Michael Murray, who has been working for the City as Acting Director of the Public Works Department for almost two years, would be appointed by this order as Director with a salary of \$137,509. He has been with the City for almost 20 years in total. He has vast knowledge, skills, educational background, and experience regarding project and staff management, and he has done a wonderful job at the Public Works Department to date.

To make this item effective immediately, staff is requesting that this item be passed as an emergency. Seven affirmative votes are required for passage as an emergency after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Resume - Michael Murray (1)_Redacted

Prepared by:

Date: 06/23/2023

Professional Experience

Deputy Director/Acting Director of Public Works Portland, Maine

2021-Present

This position is the executive position in the City's Public Works Department. The Deputy Director/Acting Director of Public Works provides leadership and manages the Public Works Department, including, but not limited to the following:

- Oversees the development and implementation a Public Works FY24 operating budget of \$17,075,683; Storm Water FY 24 operating budget of 6,300,703; Sewer FY 24 operating budget of \$32,529,709; Street Openings FY 24 operating budget of \$852,448;
- Oversees the development and implementation a Capital Improvement Program for Public Works that includes \$5 million in yearly projects and \$2million+ in yearly vehicle purchases;
- Oversees current Water Resources construction projects that total \$70 million dollars;
- Manages a workforce of 177 full time employees in the following divisions:
 - Administration – Payroll, Human Resources, Constituent Services, General Administration;
 - Transportation Engineering – Survey, GIS Services, Inspections, Engineering;
 - Water Resources Engineering – Sewer & Storm water Engineering, GIS Services, Compliance/Inspections;
 - Water Resources Operations – maintenance of 200 miles of sewer lines and 100 miles of storm water lines; 4,400 catch basins; several thousand sewer and storm water manholes; 500 lane miles of street sweeping;
 - Streets & Sidewalks – maintenance and repair of 500 lane miles of streets and 200 miles of sidewalks including patching, rebuilding and roadside maintenance;
 - Winter Operations – provides all plowing , snow removal and winter road maintenance to 500 lane miles of Portland streets;
 - Downtown District – provides enhanced daily maintenance to the Portland Downtown Improvement District;
 - Traffic – maintenance and repair of 135 signalized intersections; 6400 street lights; citywide lane striping, crosswalk painting, and street sign production and installation;
 - Solid Waste – provides weekly trash and recycling service to 20,000 customers located on the mainland and all of Portland's island communities; services 250 public property barrels daily; dumpster trash removal services for city buildings; yearly yard waste, leaf, and Holiday Tree collections;
 - Fleet Services – provides purchase, maintenance, and disposal of over 550 city vehicles, ranging in size from riding lawnmowers to road graders, firetrucks, police cruisers, plow trucks, ambulances; provides fuel to all city vehicles
 - Island Services – provides Public Works Services to Peaks Island, Cushing Island Little Diamond Island, Great Diamond Island, and Cliff Island;

Director of Cemeteries and Project Management City of Portland, Maine

2019-2021

This position is an executive position in the City's Parks, Recreation, & Public Assemblies Department. The Director of Cemeteries position managed the Cemetery Division of the Department and conducted the following tasks/duties:

- Coordination and management of all daily operations in the over 400 acres of Portland cemeteries;
- Supervision of a union staff of 16 full time and seasonal employees;
- Supervised all maintenance capital improvement projects for the cemetery division including: all maintenance repairs, and upgrades to eight municipal buildings and 40+ miles of paved and unpaved roadways;
- Sales of all cemetery lots with client families;
- Addressed customer service requests;
- Preparation and oversight of a \$900,000 operating budget and \$850,000 revenue budget;
- Oversight of a \$10 million dollar Perpetual Care Fund and \$4 million dollar private endowment funds;
- Project coordination of the restoration of the historic Wilde Memorial Chapel (Phase II & III \$950,000) at Evergreen Cemetery;
- Project Coordination of Evergreen Cemetery lot development and Stevens Avenue frontage improvements (\$250,000);
- Served as Acting Director of Parks and Recreation in the absence of the Director;
- Served as the principal staff contact for the Portland Land Bank Commission;

The Director of Project Management provided oversight for capital projects for the Department and conducted the following tasks/duties:

- Served as the point of contact for all approved capital improvement projects;
- Supervised a full time Landscape Architect/Project Manager;
- Provided Project Manager with guidance as to creative strategies for completing projects before or on deadline;
- Meets with potential donors/funders of park improvement projects;
- Prepared timelines and project updates for funding, public outreach, bidding, permitting, and construction of approximately \$10,000,000, with projects ranging from \$50,000 - \$500,000;
- Acted as a project manager whenever necessary to ensure deadlines are met;
- Ensured previously dormant, underfunded projects such as Lincoln Park Restoration(\$350,000) and the Bayside Futsal Court (\$185,000) were activated;

**Assistant to the City Manager
City of Portland, Maine**

2015-2019

This position was an executive level position which served as a member of the City's Executive Team, and provided guidance to the City Manager, the City Council and all Department Heads on constituent questions or requests, operational issues, as well as ordinances, policies, and procedures. Additionally, this position represented the City Manager at public meetings, drafted official City responses on various issues, provided legislative outreach to constituents, served as an Assistant City Clerk and Registrar of Voters, acted as a Fair Hearing Officer for administrative license appeals, and served as the Island and Neighborhood Services Administrator (duties described further below).

Recent projects included:

- Co-Chair of the city's 2020 state bi-centennial celebration committee;
- Primary staffer for City Council Legislative Committee;
- Coordination of city staff and city councilors with federal delegations;
- Review and modernization of the City's residential collection of solid waste and recycling program;
- Establishment of a partnership which will provide the City with funding to upgrade its recycling program;
- Re-negotiation of a contract with a third-party vendor to operate the Riverside Recycling Center which nets the City a \$1,000,000 savings per year;
- Negotiation of a contract with a non-profit organization to provide graffiti removal;
- Coordination of a review panel of various City staff with regard to unaccepted/paper streets;
- Coordination of staff, negotiation, and City Council passage of increased tow operators' fees;
- Coordination of staff, review, and City Council passage of revised residential nighttime parking restrictions;
- Coordination, implementation, outreach, and enforcement of the City's minimum wage ordinance;
- Secured federal and state grant funding to aid in the rehabilitation of the Cliff Island docking facility; and
- City representative and lead negotiator with six communities reviewing proposed National Flood Insurance Rate Maps;

**Neighborhood & Island Services Administrator
City of Portland, Maine**

2007-2015

This position was an executive level position which served as a member of the City's Executive Team to independently advise and respond to the twenty-four neighborhood associations. This position was required to anticipate the needs and issues related to islands and mainland neighborhoods, communicate and coordinate with appropriate City departments to develop appropriate responses/approaches to addressing any needs or issues. This position also assisted all City departments with outreach and facilitation of neighborhood meetings, and was a point of contact for all utilities regarding upcoming projects.

Projects Completed during tenure:

- Replacement of playgrounds on Great Diamond Island, Cliff Island, Peaks Island (\$100,000);
- Barge landing replacement on Cushing Island (\$150,000) and Great Diamond Island (\$150,000);
- Construction of Great Diamond Island solid waste/recycling transfer station (\$600,000);
- Cliff Island ferry dock renovation (\$400,000);
- Peaks Island sewer expansion (\$3,500,000); and
- (2) FEMA funded wildland fire reduction programs (\$2,500,000).

General Manager
Conroy-Tully Crawford Funeral Homes, Portland, Maine

2002-2007

- Directed 24 hour per day operations of privately owned mortuaries in Portland and South Portland;
- Responsible for staffing and distribution of workload;
- Assisted in the implementation of the operating budget;
- Responsible for decisions that provided meaningful services for clients while achieving desired company earnings;
- Responsible for maintenance and capital improvements of facilities within set budgetary limits;
- Guest lecturer at USM and Bangor Theological Seminary on subjects of Grief & Death and Dying;
- Provided professional guidance to area hospice organizations.

Cemetery Coordinator/Downtown District Coordinator
City of Portland, Maine

1999-2002

This position was a high level position in the City's Parks and Recreation Department. This position managed two divisions of the Department and conducted the following tasks/duties:

- Coordination and management of all daily operations in the over 400 acres of Portland cemeteries;
- Supervision of a union staff of 16 full time and seasonal employees;
- Conduct all maintenance, capital improvement projects, tours of cemeteries, and meetings with client families;
- Address all customer service requests;
- Preparation and oversight of a \$575,000 operating budget and \$450,000 revenue budget;
- Oversight of a \$7 million dollar Perpetual Care Fund and \$1 million dollar private endowment funds;
- Project coordination of the restoration of the historic Wilde Memorial Chapel (Phase 1 - \$50,000) at Evergreen Cemetery;
- Project Coordination of the restoration of Evergreen Cemetery ponds (\$250,000); and
- Served as Acting Director of Parks and Recreation in the absence of the Director.

Additional Duties in the Downtown District (the retail and economic center of Portland) included:

- Coordination and supervision of all maintenance functions including daily trash removal, sidewalk cleaning/sweeping, sidewalk repair, graffiti removal, street sweeping/flushing, sidewalk & street snowplowing/removal;
- Supervision of a union staff of 11 full time and seasonal employees;
- Preparation and oversight of a \$500,000 operating budget;
- Point of contact between City and Portland Downtown District and its member businesses; and
- Point of contact for the City's Parks and Recreation Department regarding coordination of multi-agency projects.

Licensed Funeral Director

1983-1999

- Provided meaningful memorial services and preplanning services to thousands of Greater Portland families during this time period;

Boards & Affiliations

- | | |
|---|----------------------|
| • ecomaine Board of Directors | 2021-Present |
| • Portland Technology Park Association Treasurer | 2021-Present |
| • Board of Directors, Casco Bay Island Transit District | 2015-Present |
| • State of Maine Superior Court Appointed Mediator/Arbitrator | 2014 -Present |

Education/Certifications

- | | |
|---|-------------|
| • University of Maine at Orono, B.A. Public Management | 1982 |
| • New England Institute of Applied Arts and Sciences, A.S. Mortuary Science | 1983 |
| • University of Southern Maine, Certificate of Completion: Grant Writing Course | 2009 |
| • FEMA ICS Training, Certificate of Completion: Level 100, 200, 300, and 400 | 2010 |

MEMORANDUM
City Council Agenda Item

FROM:

DATE: July 11, 2023

SUBJECT: Order 2-23/24 Appointing Members to Various Boards & Commissions - Sponsored by Legislative/Nominating Committee, Mayor Kate Snyder, Chair

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading

**Final
Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: N/A

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order will appoint members to various Boards and Commissions.

Five affirmative votes are required for passage after public comment. To make this item effective immediately and ensure a quorum of members are available to conduct business at the Rent Board's July 26, 2023 meeting, staff is requesting that this item be passed as an emergency. Seven affirmative votes are required for passage as an emergency after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointments to Boards and Committees-2023.07.16docx

2. Appointments to Boards and Committees memo for 7.17.2023
3. Board and Committee Applications-July 2023

Prepared by:

Date: 07/11/2023

MEMORANDUM

TO: Mayor Kate Snyder, and Members of City Council
FROM: Ashley Rand, City Clerk
DATE: July 14, 2023
RE: Appointments to Various Boards & Commissions

The Nominating Committee is making the following recommendations to the Various Boards and Committees.

Name	Board and Committee	Expiration
*+Eric Larson	Board of Assessment Review	9/30/2024
*+Robby Perkins-High	CDBG	9/30/2025
*Peter Goldman	Clean Elections (3 Year Term)	6/30/2026
*Maria Maffucci	Clean Elections (2 Year Term)	6/30/2025
Kristin Blum	Portland Housing Authority	6/30/2026
*+Valerie Paquin-Gould	Historic Preservation	11/30/2025
Robert Foster	Land Bank Commission	6/30/2026
Baxter Miatke	Land Bank Commission	6/30/2026
*Ashley Burdick	Parks Commission	6/30/2026
*John Clark	Parks Commission	6/30/2026
*Alexis Del Vecchio	Parks Commission	6/30/2026
*+Helen Coyne	Parks Commission	6/30/2024
Sharon Dennehy	Portland Public Art Committee	6/30/2026
John Whipple	Portland Public Art Committee	6/30/2026
*+William Keefer	Rent Board (District 3)	3/31/2024
*Antwane Mills	Rent Board (District 4)	3/31/2026
*+Patricia Washburn	Rent Board (District 1)	3/31/2025
Elliott Simpson	Rent Board (At-Large)	3/31/2026
*+James Dillion	Rental Housing Advisory (Tenant)	3/31/2026
*Ethan Guy	Rental Housing Advisory (Non Tenant/Landlord)	3/31/2026

* Symbolizes new Board and Commission members

+ Symbolizes filing vacant seat

MEMORANDUM

TO: Mayor Kate Snyder, and Members of City Council
FROM: Ashley Rand, City Clerk
DATE: July 14, 2023
RE: Appointments to Various Boards & Commissions

The Nominating Committee is making the following recommendations to the Various Boards and Committees.

Name	Board and Committee	Expiration
*+Eric Larson	Board of Assessment Review	9/30/2024
*+Robby Perkins-High	CDBG	9/30/2025
*Peter Goldman	Clean Elections (3 Year Term)	6/30/2026
*Maria Maffucci	Clean Elections (2 Year Term)	6/30/2025
Kristin Blum	Portland Housing Authority	6/30/2026
*+Valerie Paquin-Gould	Historic Preservation	11/30/2025
Robert Foster	Land Bank Commission	6/30/2026
Baxter Miatke	Land Bank Commission	6/30/2026
*Ashley Burdick	Parks Commission	6/30/2026
*John Clark	Parks Commission	6/30/2026
*Alexis Del Vecchio	Parks Commission	6/30/2026
*+Helen Coyne	Parks Commission	6/30/2024
Sharon Dennehy	Portland Public Art Committee	6/30/2026
John Whipple	Portland Public Art Committee	6/30/2026
*+William Keefer	Rent Board (District 3)	3/31/2024
*Antwane Mills	Rent Board (District 4)	3/31/2026
*+Patricia Washburn	Rent Board (District 1)	3/31/2025
Elliott Simpson	Rent Board (At-Large)	3/31/2026
*+James Dillion	Rental Housing Advisory (Tenant)	3/31/2026
*Ethan Guy	Rental Housing Advisory (Non Tenant/Landlord)	3/31/2026

* Symbolizes new Board and Commission members

+ Symbolizes filing vacant seat

Eric Larsson

City of Portland | Generated 6/26/2023 @ 10:26 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Eric Larsson	Board of Assessment Review	3	Pending
Application Date	6/23/2023			
Expiration Date	6/23/2024			
Status	Received			

Basic Information

Name
Eric Larsson

Contact Information

Address
65 Berkeley Street
Portland, ME 04103`

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 10:26 am

Eric Larsson
65 Berkeley Street
Portland, ME 04103
[REDACTED]
[REDACTED]

PROFESSIONAL EXPERIENCE

Eric Larsson, Attorney at Law

2008 - Present

Legal practice focused on land use and zoning.

Maine Land Use Planning Commission

Acting Senior Planner, January 2015 – November 2015

Coordinated the development and implementation of policies and regulation for more than 10 million acres of unorganized territories in Maine to address a variety of land use planning issues.

Greater Rochester Housing Partnership

Project Manager, 2001-2005

Oversaw startup of city-wide acquisition-rehabilitation program to redevelop distressed properties for first-time homebuyers. Developed and managed systems to review and select candidate properties. Coordinated due diligence, underwriting and marketing. Managed contracts with developers and builders. Wrote and managed grants for County, State and Federal funding. Responsible for regulatory compliance and reporting.

Young and Associates

Project Manager, 2000- 2001

Represented wireless telecommunications carriers in coordination and development of wireless communication sites including site identification, negotiation of property interests, coordination of architectural and engineering design, preparation and presentation of zoning applications to local permitting authorities, and coordination of construction.

Eric M. Larsson, Attorney at Law

Attorney, 1995 - 2000

Established law practice with primary areas of practice in transactional real estate, land use regulation, appellate representation, and criminal defense. Admitted in Maine state courts and United States District Court in the District of Maine.

EDUCATION

Eric Larsson – Page 1 of 2

University of Southern Maine, Muskie School of Public Service
Masters in Policy Planning and Management, 2016

New York University School of Law
J.D., awarded 1993.

Earlham College
B.A., Mathematics, awarded 1985.
Howard Alexander Mathematics Prize
Henry Sidwell Award Mathematics Scholarship

VOLUNTEER AND CIVIC INVOLVEMENT

Portland Zoning Board of Appeals, 2013 – 2021

Board Member, Friends of Woodfords Corner, 2016 - Present

SELECTED PUBLICATIONS

Challenge to Government's Monetary Exaction on Land Development, Thomson Reuters (2017)

Proof of Discriminatory Effect of Zoning or Land Use Practices Resulting in Urban Gentrification, Thomson Reuters (2017)

Proof of Notice or Lack of Notice in Zoning or Land Use Proceedings, Thomson Reuters (2015)

Standing of Private Owners and Others with Interest in Affected Real Property to Initiate or Participate in Eminent Domain and Inverse Condemnation Actions, Thomson Reuters (2014)

Proof of Violation of State Open Meeting or Sunshine Law, Thomson Reuters (2012)

Application of Anti-SLAPP ("Strategic Lawsuit Against Public Participation") Statutes to Real Estate Development, Land Use, and Zoning Disputes, Thomson Reuters (2011)

Appraiser's Third-Party Liability for Negligent Appraisal of Real Property, Thomson Reuters (2011)

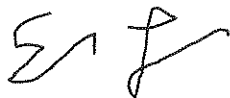
City Clerk
City of Portland
389 Congress Street
Portland, ME 04101

June 23, 2023

To Whom It May Concern:

I would welcome the opportunity to serve as a member of the Portland Board of Assessment Review. Attached please find a copy of my resume. Don't hesitate to contact me if you need anything further.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric Larsson', written in a cursive style.

Eric Larsson

Robby Perkins-High

City of Portland | Generated 6/26/2023 @ 10:48 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Robby Perkins-High	CDBG (Annual Allocation Committee	1	Pending
Application Date	6/1/2023			
Expiration Date	6/1/2024			
Status	Received			

Basic Information

Name
Robby Perkins-High

Contact Information

Address
81 Quebec St
Apt 2
Portland, ME 04101

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 10:48 am

Robby Perkins-High

[REDACTED] | [REDACTED] | 81 Quebec St, Portland, ME

Education

Evans School of Public Policy, University of Washington, Seattle

June 2019

Master of Public Administration; GPA: 3.8

- Capstone project on fiscal tools used for affordable housing in Washington.

Tufts University, Medford, MA

May 2013

Bachelor's Degree in Economics; Dean's List: Spring 2011 & 2012

- Captained 90-person Ultimate Frisbee program ranked in the top 20 DI teams nationally for two years.

Relevant Experience

Community Investment Officer, Evernorth, Portland, ME

Jan. 2023 - Current

- Guide affordable housing and community development projects from the development process through investment approval and closing. Specialization in Low-Income Housing and New Markets Tax Credits.

Financial Planning Supervisor, City of Kirkland, Kirkland, WA

Feb. 2021 - June 2022

Senior Financial Analyst

Apr. 2020 - Jan. 2021

Budget Analyst

July 2019 - Mar. 2020

- Coordinated and delivered biennial budget (\$860M) including rate models, contract costing, revenue projections, policy analysis, and City Council presentations. Supervised two Senior Accounting Associates.
- Primary analyst in support of the Capital Improvement Program (\$184 million).
- Communicated in-depth financial issues to city decision makers in a clear and effective manner.

Treasurer, Graduate & Professional Student Senate, University of Washington

June 2018 - June 2019

- Elected by the UW student body to serve in a one-year, salaried, 20-hour/week leadership position.
- Developed and oversaw annual budget of \$483,000 and provided financial perspective on student issues.
- Voting member on the Services & Activities Fee and Student Tech Fee committees (\$17 & \$8.6 million).

Site Director, YMCA of Greater Boston, East Boston, MA

Aug. 2015 - Jul. 2017

- Designed and implemented a 39-student after school program. Selected from 40 Boston-area YMCA after-school sites multiple times to pilot new programs and potential partnerships.
- Managed day-to-day operations of 185-student summer camp. Oversaw budget of \$35,000. Scheduled and directed 10.5 hours of programming daily in two-room building.

Assistant Project Manager, NOAH, East Boston, MA

Feb. 2015 - Aug. 2015

- Compiled monthly lender requisitions for multi-family affordable housing developments under construction in Middleborough, MA (25 units) and Webster, MA (66 units).
- Wrote and edited affordable housing grant application for a multi-family project in East Boston.

Assistant Project Director, John M. Corcoran & Co, Braintree, MA

Jul. 2013 - Dec. 2013

- Created financial projections for potential partnership re-capitalizations in Chelsea, MA (238 units/\$52 million) and South Boston (139 units/\$62 million).

Community Involvement

Neighborhood Cohort Facilitator, Showing Up for Racial Justice, Seattle, WA

Nov. 2021 - Jun. 2022

Giving Project Fundraiser, Social Justice Fund NW, Seattle, WA

Mar. 2021 - May 2021

Coach, Tufts Ultimate Frisbee, Medford, MA

Jan. 2015 - May 2017

Additional experience: Playworks ('16-'17), WorldTeach Costa Rica ('14), Habitat for Humanity ('07-'08)

Robby Perkins-High

81 Quebec St, Portland ME

June 1, 2023

City of Portland
389 Congress St
Portland, ME 04101

Dear Nominating Committee:

I am thrilled to apply to be a member of Portland's CDBG Allocation Committee. If I could distill my professional purpose down to a sentence, it is a kindred goal to that of the CDBG program: Helping develop resilient communities where all people can have their basic needs met while also being able to connect with others. I am also a passionate believer in the positive impact that local government can make. My experience in social services, community development, and affordable housing organizations, as well as my zest for local government, make me a strong candidate for this role.

Professionally, I have worked for over ten years in a variety of organizations that fill three distinct knowledge bases needed for this committee:

- **Community development & affordable housing:** I started my community development career working in East Boston at a community development non-profit in housing, and then worked in youth programming for the YMCA. This direct service work, particularly with at a social services hub like the YMCA working with immigrant families in East Boston, will be relevant to some of the issues that Portland is addressing today. Currently, I work for an affordable housing and community development non-profit that creates housing and provides capital for community projects throughout northern New England.
- **Government and policy:** I have three years of experience in local government finance at a city of similar size to Portland, as well as a Master's in Public Administration. These experiences give me the tools to understand how proposals will work in the framework of local and regional systems, as well as a bigger picture mindset when considering solutions to the complex challenges the city faces.
- **Representative democracy and grantmaking:** At the University of Washington, I was elected Treasurer of the Graduate & Professional Student Senate, representing over 15,000 students. In this role, I was one of nine voting members on university wide committees that allocated \$25.6 million in student fees. I was also solely responsible for developing a budget proposal for our organization.

While my professional experiences are very relevant, I believe that my strongest attribute for this committee is that I care deeply about making Portland a place where everyone can thrive. There is nothing more critical than providing everyone - across all income levels and backgrounds - with access to housing, economic opportunity, and community connection. I want to do my little part to help this wonderful, vibrant city, and I think this is a role where my personal skillset intersects with a real community need.

With gratitude,

Robby Perkins-High

Peter Goldman

City of Portland | Generated 6/26/2023 @ 10:25 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Peter Goldman	Clean Elections Review Board	3	Active
Application Date	6/1/2023			
Expiration Date	6/1/2024			
Status	Received			

Basic Information

Name
Peter Goldman

Contact Information

Address
105 India St., #3
Portland, ME 04101

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes
None at this time.

Generated 6/26/2023 @ 10:25 am

PETER GOLDMAN
105 INDIA ST., #3
PORTLAND, ME 04101

I am applying to become a member of the Clean Election Review Board.

My resumé, attached, does not include my work as a poll watcher aka elections observer during the November, 2020 presidential elections. I was stationed outside Cumberland County.

Some people remember how nervous the country was; many feared that disruptions, perhaps violent conduct, would roil polling places. I certainly was anxious.

I was astonished to discover how misplaced my fears had been. The poll workers were civil servants trying to do their job. The voters were serious about their duty as citizens. No one took the voting lightly and no one was remotely interested in making trouble during the three (3) days I was there to witness early voting and then election day.

The days were dull and uneventful. It was the kind of dullness and uneventfulness that in my opinion made this key act of democracy quite wonderful.

Money in politics presents dangers to the voting that I observed. Elections that focus on what the candidate offers, not on the special interests that fund the candidate, make sense to me.

To the extent that the Clean Elections Board resolves appeals from candidates about qualification and funding issues, it will help set the policies guiding Portland's clean elections in future. That is meaningful work, one that I feel qualified to help ensure its effectiveness and would embrace.

PETER GOLDMAN
105 INDIA ST., #3
PORTLAND, ME 04101

I was trained as a biologist, worked construction while earning a PhD in Hispanic Studies, became a university professor and later a peace officer along the US-Mexico border specializing in cross-border crime and money laundering. I went back to school for a law degree and now practice both commercial and intellectual property law (IP).

My work in commercial law focuses on startups though I work with established businesses too. I try to help entrepreneurs turn good ideas into self-sustaining businesses.

Social justice matters to me. I devote a significant amount of *pro bono* time to these issues, most recently on behalf of survivors of domestic abuse and farmers coping with land contaminated by the “forever chemicals” PFAS and PFOS.

My interests are old books, indigenous woven art from the Southwest, especially Navajo blankets, and from the Northeast, especially Wabanaki baskets. I am an avid cyclist and hiker.

Distinctions (selected)

- Harvard University Frederick Sheldon Fellow
- Guggenheim Fellow
- Former Professor of Honors and Interdisciplinary Studies, Syracuse University

Bilingual Spanish-English

Education, Honors and Awards (Selected)

EDUCATION

- University of Arizona College of Law, J.D.
- Harvard University, Ph.D., Romance Languages and Literatures
- Dartmouth College, A.B., Biology

HONORS AND AWARDS (SELECTED)

- Katahdin Counsel, Maine Justice Foundation
- Fulbright Fellow
- National Endowment for the Humanities, Fellowship
- University Scholar in Literature and History for the Graduate Division, UCLA
- Dartmouth College Reynolds Scholar
- Research Fellow, Dartmouth Medical School

Peter Goldman
page 1 of 2

Publications

- Thirty plus essays and two books as well as numerous book reviews. Three of the essays were award winning in international competitions.

Admissions

- States of Maine, Arizona and New York
- United States District Courts of Arizona, Maine and the Eastern and Southern Districts of New York
- United States Courts of Appeals for the Ninth Circuit and the Federal Circuit
- United States Patent and Trademark Office

Practice Areas

- Business and Commercial Law
- Intellectual Property Law
- Vineyard, Brewery and Distillery Law

Professional and Community Activities

- Maine Volunteer Lawyers Project, Portland Domestic Violence Panel
- Maine Center for Entrepreneurs, Mentor
- Maine Initiatives, Proposal Reader
- Casco Bay Bicycle Club, Executive Vice President
- Indigo Arts Alliance, Circle of Advisors
- Maine Community Law Center, Board of Directors
- Deferred Action for Childhood Arrivals (DACA), *pro bono* legal and documentation counsel
- Member of the State Bars of Maine, Arizona and New York

Contact Information

Email: [REDACTED]

Phone: [REDACTED]

Maria Maffucci

City of Portland | Generated 6/26/2023 @ 10:23 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Maria Maffucci	Clean Elections Review Board	3	Active
Application Date	5/17/2023			
Expiration Date	5/17/2024			
Status	Received			

Basic Information

Name
Maria Maffucci

Contact Information

Address
291 Spring Street, Apartment #2
Portland, ME 04102

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes
How often will this Board be meeting during the year?

What will a typical meeting of this Board consist of?

Maria Maffucci
[REDACTED]
[REDACTED]

Dear Sir/Madam,

I am writing to express my sincere interest in one of the three vacancies on the Clean Elections Review Board. As someone who has always had a keen interest and passion to be involved in local government and politics, being able to sit on this particular Board would be both a privilege and strong platform. The concept of a clean election is the catalyst towards a more just and stable governing body. To run for civic leadership, there should be no bias held in favor of who has the most financial cushioning, but rather who has the strongest ideas, logistical plans, and drive to better the community. The Maine Clean Elections Act allows for one to run for an office regardless of their economic status, which takes away the obstacle that so many feel would hold them back. Without the financial bias, candidates can truly take part in elections in the manner that a democracy intended.

The opportunity to have a voice on such a Board is one that is highly valuable and of great personal importance, as I have a long-term goal (10+ years from now) of eventually running for office here in Portland. I am interested in learning more about this position and appreciate the time you took to review my application and resume. Thank you very much for your consideration.

Sincerely,

Maria Maffucci

Maria Maffucci

EDUCATION

Leadership Portland Class of 2023

January-June 2023

- This program allows for its participants to engage with local leaders from various sectors around Portland and learn about the complex issues targeting the city and discuss inspiring solutions. Participants explore the places, programs, and people that define Portland's history, and influence the immediate present.

Boston University-Online Paralegal Studies Certificate Program

September-December 2020

- This program is geared towards preparing those who seek to become professional paralegals through a 14 week course consisting of 7 rigorous learning modules related to legal research & writing, litigation, legal technologies, probate & family law, real estate law, and corporate law.

University of Maine, Orono, ME

Graduation Date:

May 2018

- B.A. in Political Science, Honors College
- Minor in Marketing
- Graduated cum laude

Undergraduate Thesis: *"The Electoral College: A System for the People?"*

RELEVANT WORK EXPERIENCE

Environmental Paralegal at Preti Flaherty

June

2021-Present

- Assist environmental attorneys and staff with preparation for hearings/trials and with relevant projects
- Draft legal documents, conduct legal research, maintain and organize internal electronic legal documents as well as various administrative duties

Part-time Retail Sales Associate at Sea Bags

April 2021-Present

- Provide exceptional customer service, brand, and product knowledge as well as assisting with customers' sail donations and sail trades all with the goal of ensuring each customer feels valued and leaves the store with valuable insight into the Sea Bags mission

Receptionist/Floating Legal Assistant at Robinson, Kriger & McCallum

November 2019-June 2021

- Attend to visitors and deal with inquiries both on the phone and in person. Maintain positive contact with clients, attorneys, and staff while observing the confidentiality of client and firm matters.
- Manage anything from drafting legal documents, opening/closing files, scheduling/managing Attorney calendars, and various other administrative legal tasks as needed, most of which fall under Real Estate, Corporate, and Worker's Compensation

Renewal Sales Associate at Kepware Technologies- Portland, ME

February 2019-October 2019

- Maintain a renewal sales pipeline to inform clients of their upcoming renewals and work with them to consolidate contracts, which involves sending initial renewal notices to the customer, following a set follow-up cadence, keeping track of all incoming deals for a quarter, and closing deals to hit our team incentive number

ADDITIONAL EXPERIENCE

Portland Regional Chamber of Commerce - Board Member

June 2022-Present

- Supporting and promoting the growth and success of Portland businesses through varying services and local opportunities

PROPEL- Marketing Director (Portland Chamber of Commerce)

January 2020-Present

- Assist with planning and organizing various local networking events and webinars for young professionals in the Portland area.
- Through the marketing committee via the Board, I assist with advertising and promoting each event we host, primarily through social media outlets and live-streaming at said events.

Junior League of Portland-Social Media Chair

August 2019-Present

- Managing all of the League's social media accounts to promote our various events, fundraisers, and opportunities, as well as create advertising content.
- General member working alongside a cohort of women in the Portland area to affect change and improve the community through developing effective volunteer leadership.

Kristin M Blum

City of Portland | Generated 6/26/2023 @ 12:07 pm by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Kristin M Blum	Portland Housing Authority	0	Pending
Application Date	5/21/2023			
Expiration Date	5/21/2024			
Status	Received			

Basic Information

Name
Kristin M Blum

Contact Information

Address
10 Amherst Street
Portland, ME 04103

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes
I have been an active and engaged PHA board member for five years and look forward to continuing this role.

Generated 6/26/2023 @ 12:07 pm

KRISTIN M. BLUM

10 Amherst Street
Portland, ME 04103

[REDACTED]

[REDACTED]

May 15, 2023

Appointments Committee Chairman
c/o City Clerk
389 Congress Street (PHA)
Portland, ME 04101

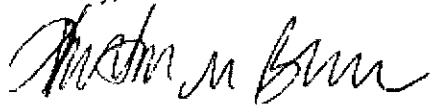
Dear Chairperson:

I am writing to express my interest in being reappointed to the Portland Housing Authority (PHA) Board of Commissioners. I have served on the PHA board for five years, including as chairperson for the past two years. During my term, I've gotten to know PHA's budgets, financial structure, regulatory environment, programs and properties. I have been an active and engaged board member. PHA is in the middle of several large transitions, including an effort to convert our portfolio of properties to conventional affordable housing from public housing to provide for flexibility and local control while maintaining affordability, and a recent leadership change. I would like to continue to serve the Portland Housing Authority to provide continuity through these transitions.

I bring to my PHA position the lessons learned and best practices from my career in affordable housing finance. I have worked in the affordable housing sector for 25 years, including ten years developing affordable housing for community-based nonprofits. My professional roles have included overseeing portfolios of affordable rental housing. In my current position at the Housing Assistance Council (a national affordable housing intermediary and community development financial institution (CDFI)) I underwrite and finance affordable and mixed income housing for nonprofits and housing authorities across the country. I have experience with a range of financing tools including housing authority operating and capital funding, Section 8 rental assistance, Low Income Housing Tax Credits, HOME and other public and private affordable housing sources.

I look forward to continuing as a PHA commissioner.

Sincerely,



Kristin M. Blum

KRISTIN M. BLUM

10 Amherst Street
Portland, ME 04103
[REDACTED]
[REDACTED]

SUMMARY

Innovative community development leader and creative problem solver. Brings lenders, developers and other stakeholders together to structure financing that enhances projects and makes them viable. Sees the big picture, appreciates the details.

EXPERIENCE

Housing Assistance Council (HAC), Washington DC
Senior Loan Officer, September 2019 – present

Working as part of a team to revitalize HAC's loan fund to better serve our mission to improve housing conditions in distressed rural places across the US. Primary responsibilities include relationship management, market and business development, supervising loan officers, underwriting loans for development and preservation of affordable housing, and process improvement. Other responsibilities include providing technical assistance to borrowers and developers, training new loan fund team members and participating in loan fund capital raising including private and government grants, equity equivalent (EQ2) investments, and bank loans. Updated policies and procedures, onboarded and mentored new staff. In addition to lending work, I initiated a new multifamily housing preservation technical assistance program where I lead a team of staff and consultants providing hands on assistance to nonprofits acquiring USDA-financed properties.

Accomplishments at HAC include: More than doubling loan production over two years, underwriting nearly 200 loans totaling over \$100 million for affordable rental and homeownership projects, developing new relationships and partnerships with developers and CDFIs that have resulted in a substantial loan pipeline, and participating in raising over \$10 million in CDFI fund and other grant capital. Projects supported have been financed with a range of funding sources including LIHTC, USDA funding, NMTC, historic tax credits, private capital and state and local sources.

Coastal Enterprises, Inc. (CEI), Portland and Brunswick, Maine
Loan and Investment Officer, June 2018 – September 2019

Responsible for all aspects of lending, including pipeline and relationship development, underwriting, facilitating loan closings, and portfolio management to support CEI's mission of supporting good jobs, environmental sustainability, and broadly shared prosperity. Clients included small businesses, real estate developers and nonprofits working in Maine and New England. Deployed a range of capital and product types from microloans to large community facility loans.

Local Initiatives Support Corporation (LISC)
Rural Lending Director, Rural LISC, 2016 – June 2018
Senior Program Officer, Rural LISC, 2014 – 2016; Boston LISC 2008-2014

Local Initiatives Support Corporation (LISC) is a national community development intermediary which utilizes its national structure to raise capital to invest in local community development organization as grants, loans and equity investments to improve communities and foster economic development.

Lending and Investment – Managed all Rural LISC's (2016-2018) and Boston LISC's (2008-2014) lending activities including business development, relationship management and processing loan opportunities through underwriting, approval and closing, for a range of product and asset types including affordable housing, commercial real estate, community facilities (including charter schools, health care facilities and senior care facilities) and small businesses. Developed new lending tools and assisted with raising new loan capital through public and private capital sources.

Underwrote and closed over \$80 million in loans to foster economic development, and create and preserve affordable and mixed income housing, neighborhood retail, community facilities and brownfields redevelopment. Provided technical assistance to borrowers on community based real estate development.

Program Development and Management - Participated in development of new initiatives and financing tools, in areas including economic development and community facilities, including a New Markets Tax Credit enhanced loan fund for rural scale commercial projects and small businesses. Developed and launched a new Boston area loan fund, the Equitable Transit Oriented Development Accelerator Fund, to promote equitable and sustainable development using public grants and foundation program related investments to support equitable transit-oriented development in greater Boston. Developed and raised funding for Boston LISC's Green Retrofit Initiative to support implementation of energy efficiency and environmentally sustainable upgrades to affordable housing properties. Recruited and supervised program staff; led multi-disciplinary teams.

Capacity Building for CDCs and other nonprofits - Managed capacity building grant programs, including evaluating proposals and managing grants to support a range of community development activities. Maintained relationships with grantee community development organizations, provided technical assistance and deployed LISC tools to meet organizational capacity needs.

Somerville Community Corporation, Somerville, MA
Director of Housing Development, 2004 – 2008

Led the organization's housing development efforts, including identifying new development opportunities, assessing feasibility, planning and fundraising. Hired and supervised project management staff and consultants. Participated in organization-wide efforts including an anti-displacement initiative and Green Line transit corridor planning. Participated in Somerville Community Corporation's management team and organizational planning, goal setting, and budgeting processes. Oversaw SCC's rental housing portfolio. Major development projects included acquisition, master planning, and initiating the redevelopment of a closed 3-acre Catholic church property into a 90-unit mixed use, mixed income development; and rehabilitation of small rental properties for permanent housing for homeless families.

Allston Brighton Community Development Corporation, Allston, MA
Senior Project Manager, 2001 – 2004; Project Manager, 1999 – 2001

Responsible for all aspects of affordable housing development, from site acquisition through construction oversight and close out. Specific development responsibilities included selecting and managing development team members, completing funding applications, compiling and managing project budgets, selecting and managing contractors and architects, coordinating closings, and other development related activities. Major development projects included: a 50-unit new construction affordable rental property developed with capital grants from Harvard University, and other public and private sources; refinance and rehabilitation of a 20 unit pre-1986 tax credit project, and acquisition of scattered site foreclosed condominiums from the FDIC to avoid displacement of frail elders.

EDUCATION

Master of Arts in Public Affairs, concentration in policy analysis
University of Minnesota, Humphrey Institute of Public Affairs, Minneapolis, MN

Bachelor of Arts in Social Work; Marquette University, Milwaukee, WI

CURRENT VOLUNTEER ACTIVITIES

- **Portland Housing Authority, Portland, ME** – Commissioner (2018 – present); Chairperson (2021- present)
- **Local Initiatives Support Corporation (LISC)** – New Markets Tax Credits CDE Advisory Committee (2019 – present)

Valerie Paquin-Gould

City of Portland | Generated 6/26/2023 @ 10:35 am by OnBoard2 - Powered by ClerkBase

Status	Board	Vacancies	Status
Name Valerie Paquin-Gould	Historic Preservation	1	Pending
Application Date 5/16/2023			
Expiration Date 5/16/2024			
Status Received			

Basic Information

Name
Valerie Paquin-Gould

Contact Information

Address
168 Milton St
Portland, ME 04103

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes
Thank you for considering me for the open position of the Historic Preservation Board and I appreciate the opportunity to work with you and your team.

Generated 6/26/2023 @ 10:35 am

May 16, 2023

Historic Preservation Board
City of Portland, Maine
389 Congress Street, 4th Floor
Portland, ME 04101

Dear Historic Preservation Board,

I'd like to take this opportunity to present myself as a uniquely qualified individual for the City of Portland Historic Preservation Board. I have extensive education in the arts, and have been working in Architecture and Construction for over 20 years.

My background is as an artist and painter and I have a Bachelor of Fine Arts from the Massachusetts College of Art in Boston studying Industrial and Architectural Design.

I have a unique perspective of the built environment appreciating the Arts and Architecture and how they affect us as a society and what they can do to fulfill us as people and as residents of Portland.

Throughout my years in construction I have worked on numerous historic buildings including those on the Historic Register and understand the unique needs of historic buildings. Caring for these buildings is far more than gutting and replacing finishes. It involves a thorough evaluation of the building's materials, overall condition, preservation of architectural elements and preserving its strongest features allowing the building to be a treasure for the community.

One example includes my work on the Walker Memorial Library in Westbrook on the historic exterior renovation. This work included removal and replacement of the historic slate roof, repair and replacement of copper finials, restoration of the original wood and stained glass windows, masonry work at the granite grand entry stair and terra cotta exterior.

The existing wood windows were beautiful, curved with stained glass elements but were in disrepair. The City wanted to replace the windows with a custom vinyl window but in my opinion, would have been tragic. I worked with a local historic window restoration company to provide a restoration option and was able to convince the City to restore the beautiful windows. It was an increased cost for the project but, in my opinion, worth every penny.

As a resident of Portland since 2007 and a current Portland employee working in a historic building in the Old Port, I appreciated the historic buildings of our City and have a strong interest in ensuring the buildings we have today are preserved and protected

for many generations to come.

Thank you for considering me for the open position of the Historic Preservation Board and I appreciate the opportunity to work with you and your team. Portland is booming with development and progress and it is critical that we take the time and effort to preserve the beautiful buildings we have today.

Sincerely yours,

Valerie Paquin-Gould

Valerie Paquin-Gould, CCCA, CDT, LEED AP BD+C

168 Milton Street
Portland, ME 04103

Cell: [REDACTED]
E-Mail: [REDACTED]

SUMMARY

Resident of Portland, Maine since 2007, Preconstruction Manager / Construction Project Manager / Construction Estimator with 20 years of experience in Construction and Architecture. Extensive experience with historic buildings on the National Register of Historic Places and understands the unique needs of historic buildings, materials used and how to preserve the structures for future generations.

EDUCATION

Bachelor of Science Construction Management, 2011 – Magna Cum Laude

University of Southern Maine – Gorham, ME

Awards: Amos Bridge Scholarship, Maine CSI Scholarship, Brian Hodgkin Scholarship, I.O.O.F. Scholarship, Build Boston Scholarship and Goodwill Grant.

Bachelor of Fine Arts in Industrial Design, 1999

Massachusetts College of Art – Boston, MA

- Concentration in Architectural Design (following graduation)
- Continuing Education – AutoCAD II, Release 2002: 3D Design – Boston Architectural Center

PROFESSIONAL EXPERIENCE

Consigli Construction, Construction Manager / General Contractor

Nov 2021-Present

Preconstruction Manager Portland, ME

- Preconstruction manager on projects throughout Maine.
- Project types ranging from existing building renovation, specialty Laboratory facilities, higher education and production facilities
- Construction Project Highlights:
 - Bigelow Laboratory for Ocean Sciences, East Boothbay, ME
 - University of Southern Maine multiple projects, Portland, ME
 - Sappi Skowhegan Pulp Mill Office Area Renovation, Skowhegan, ME
 - Colby College Johnson Pond Dormitory, Waterville, ME

Great Falls Construction, General Contractor

Nov 2010-Nov 2021

Project Manager / Pre-Construction / Estimator Gorham, ME

- Construction Project Manager: Managed all aspects of commercial and residential projects ranging from \$30,000 to \$20,000,000. Duties included contract negotiation with client and subcontractors, project budgeting, scheduling, coordination with field staff, subcontractors, AHJ's, clients, and A/E team.
- Pre-Construction Services: Worked directly with clients on developing new projects during all phases of development including project ideation, location/site selection, securing design/engineering team, project budgeting, scheduling, subcontractor bidding and coordination and all aspects of project construction.
- Estimator: Estimated commercial and residential projects ranging from \$50,000 to \$12,000,000+. Worked with the project team throughout the estimating process from initial budgeting, progress budgeting and GMP pricing.
- Construction Project Highlights:
 - Walker Memorial Library, Westbrook, ME. Renovation of historic building exterior including removal and replacement of historic slate roof, restoration of terracotta building elements, restoration of original historic wood and stained glass windows, and restoration of grand granite entry stair.
 - Windham Public Safety renovation and addition
 - Infinity Federal Credit Union, multiple locations.
 - University of Southern Maine, multiple projects including Portland Campus Nursing Simulation Lab and Gorham Campus Anderson Hall renovations

Valerie Paquin-Gould, CCCA, CDT, LEED AP BD+C

Hannaford Store Planning Department, *Supermarket company*
Designer/Drafter Scarborough, ME

May 2008- 2009

- Designed interior layouts for future store prototypes, new projects and existing renovations for the Hannaford and Sweetbay Supermarkets divisions, created 2D and 3D plans and renderings for presentations

Independent Consultant & Designer

July 2005-Nov 2010

- Playground Consultant, Client Dynamo Industries and miscellaneous design clients

Symmes Maini & McKee Associates, *Architectural design firm*
Project Coordinator Cambridge, MA

March 2006-October 2007

Goric Marketing Group USA, *Distributor of commercial playgrounds in the USA*
Drafting and Design Manager Ashland, MA, Playground designer

March 2004 – July 2005

Rothman Partners Architects (now Anshen + Allen), *Architectural design firm*
Technical Service Coordinator Boston, MA

May 2002 – March 2004

CERTIFICATION AND ACCREDITATIONS

LEED Accredited Professional, BD+C - LEED Professional Accreditation distinguishes building professionals with the knowledge and skills to successfully steward the integrated design and LEED certification process. LEED Accredited professionals have demonstrated a thorough understanding of green building practices and principals.

CCCA, Certified Construction Contract Administrator - CCCA candidates demonstrate knowledge of the Construction Specifications Institute's recommended practices for all facets of the construction process, contractual relationships, and skills at construction contract administration.

CDT, Certified Document Technician - CDT candidates demonstrate knowledge of the Construction Specifications Institute's recommended practices in the areas of construction process, contractual relationships and the use of construction documents.

PROFESSIONAL AFFILIATIONS

Former Construction Specifications Institute (CSI) Northeast Region Director
Former Construction Specifications Institute (CSI) Maine Chapter President, two terms
Former Construction Specifications Institute (CSI) Maine Chapter Vice President and Board of Director
Former USGBC Maine Program Committee Member
Former USGBC Maine Emerging Green Builders Committee Member
Former USM Construction Management Program Advisory Committee Board Member
Former USM Construction Management Student Organization, Public Relations Manager
Former Town of Maynard, MA Finance Committee Secretary
Former Town of Maynard, MA Finance Committee Efficiency Study Group Chair

Robert J Foster

City of Portland | Generated 6/26/2023 @ 10:34 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Robert J Foster	Land Bank Commission	0	Pending
Application Date	6/2/2023			
Expiration Date	6/2/2024			
Status	Received			

Basic Information

Name
Robert J Foster

Contact Information

Address
43 Waverly St.
Portland, ME 04103

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 10:34 am

Robert Foster
43 Waverly St.
Portland, ME 04013

June 2, 2023

Nominating Committee Chair
c/o City Clerk
389 Congress Street, Portland ME 04101

Appointment Committee Members,

Please accept this cover letter and resume as my reapplication for a position on Portland's Land Bank Commission. I have been serving as the District 4 Commissioner since June of 2021. I would be honored to continue serving Portland and its residents in this role for an additional 3-year term.

If chosen again, I hope to continue to help our board preserve open space in Portland in ways that are equitable and thoughtful to Portland's current and future growth, habitability for residents, and the environment. Skills that I have employed over the past two years as commissioner, which I will continue to use, have included:

- **Research, writing, and editing.** As an attorney-editor at Thomson Reuters (Practical Law), I research, draft, and publish material to help federal and state litigators effectively and efficiently serve clients. As commissioner, I used these same skills to help draft and edit the Commission's annual report.
- **Teamwork.** I am a thoughtful, contributing member of a 65-person team of attorney-editors whose backgrounds and careers span all segments of the legal profession. Similarly, as commissioner, I am attentive to my responsibility to be an active listener and learner, but also to confidently share my own personal opinions on matters, even when those opinions are different than others.
- **Knowledge of Portland.** Having lived in Portland for over 35 years, I am intimately familiar with most open space in the City. I am also a compulsive researcher of all topics related to Portland land and real estate, and am usually aware of issues that may affect the Land Bank, even if they are not yet on the commission's radar.

Thank you for your time and consideration. I may be contacted at any time by email at rfosterme@gmail.com or by phone at 857-204-0839. I look forward to hearing from you.

Sincerely,
Rob Foster

ROBERT FOSTER

43 Waverly Street • Portland, ME 04103 • [REDACTED] • [REDACTED]

EDUCATION

American University Washington College of Law, J.D.

May 2012

- Articles & Features Editor, Sustainable Development Law & Policy; Student Attorney, Community & Economic Development Law Clinic; *Involvement*: ABA, Equal Justice Foundation, Phi Alpha Delta Law Fraternity, NHC Young Leaders in Affordable Housing

Boston University, B.A., Economics

May 2009

Portland High School, Diploma

May 2005

EXPERIENCE

Portland Land Bank Commission, Portland, ME, District 4 Commissioner

June 2021 – Present

- Identify and protect open space resources in the City of Portland for the benefit of all city residents
- Collaborate with commissioners to acquire open space, ensuring a balance between development and conservation of space for wildlife, ecological, environmental, scenic, and recreational values

Practical Law, Thomson Reuters, New York, NY, Senior Associate Editor

June 2014 – Present

- Track and write legal updates on appellate court decisions that affect federal civil litigation procedures
- Author and routinely maintain resources including long-form notes, filing checklists, standard documents
- Manage social media outreach programs and analysis of customer usage data for content planning

The Neighborhood of Affordable Housing, Boston, MA, Development Assistant

Jan. – June 2013

- Researched grant opportunities, sent LOIs, drafted proposals including program budgets
- Tracked compliance with grant requirements, drafted sub-grant agreements, prepared for external audits
- Developed program and application materials for the Greater Boston Senior Home Repair Collaborative

Community & Economic Development Law Clinic, Washington, D.C.

Aug. 2011 – May 2012

Student Attorney, American University Washington College of Law

- Counseled, advised, and presented to organizational clients in Maryland and D.C. on organizational structure, corporate governance, and financial operations including taxes
- Negotiated forbearance agreement terms for a \$350k bridge loan with a D.C. agency lender
- Obtained and protected tax-exemption under IRC 501(c)(3) for affordable housing and other nonprofits

Volunteers of America, Alexandria, VA, Law Clerk

Jan. – Aug. 2011

- Amended and filed nonprofit affiliate articles and bylaws for HUD compliance
- Reviewed, redlined, and drafted addenda for service, hotel, and other contracts
- Drafted legal memoranda in areas including nonprofit governance, charitable solicitation compliance, constitutional law, and state, federal, and agency housing regulations

Susan Collins, U.S. Senate, Lewiston, ME/Washington, D.C., Legislative Intern

May – Aug. 2009, 2010

- Managed and performed constituent casework for Veteran's Affairs, Immigration, and Social Security
- Performed community outreach at local town and city halls in Maine's Tri-County region

PUBLICATIONS AND TECHNOLOGY

Publications

- *Small Wind Turbines May Change the Future of Energy in Developing Countries*, Sustainable Development Law & Policy, Volume XI, Issue 3, Spring 2011
- *Competitive Skills Scholarship Program 2008 Enrollment Profile*, Center for Workforce Research and Information, Maine Department of Labor, Dec. 2008

Baxter Miatke

City of Portland | Generated 6/26/2023 @ 10:33 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Baxter Miatke	Land Bank Commission	0	Pending
Application Date	5/31/2023			
Expiration Date	5/31/2024			
Status	Received			

Basic Information

Name
Baxter Miatke

Contact Information

Address
12 Pinebrook Lane
Portland, ME 04102

Email
[Redacted]

Phone
[Redacted]

Cell Phone
[Redacted]

Additional Information

Notes
Re applying for another term as Land Bank Commissioner

Generated 6/26/2023 @ 10:33 am

Baxter Miatke
12 Pinebrook Lane, Portland, ME, 04102

11/22/2020

Appointments Committee Chairman, c/o City Clerk
389 Congress Street, Portland, ME, 04101
klj@portlandmaine.gov

Dear Portland Appointments Committee,

I am very interested in joining the Portland Land Bank Commission. As an environmental engineer, an active Portland Trails member, and someone who was raised with the belief that protecting our natural resources is essential, I feel that I would be a great addition to the commission. Growing up, my dad was on an open space committee and I saw first-hand the importance of preserving open space balanced with development. As an active user of the Portland Trails systems, I have seen the great work the Land Bank Commission has done, and I want to continue that good work. My wife and I have explored much of the Portland Trails system from the Presumpscot River to the Evergreen Cemetery trails to refresh and enjoy our local trails safely this year. Now more than ever, open spaces are essential. I am an active member of both the Portland Trails and Greater Portland New England Mountain Bike Association (NEMBA) chapter and would leverage those relationships to act as a liaison to those and other public and private nonprofit agencies involved in planning, acquiring, disposing, and managing land within the Portland area.

I first became aware of the land bank commission earlier this year when I saw the sewer work being done in the Evergreen Cemetery land bank parcel. Due to some concerns that I saw, I contacted the land bank commission chair and the public works/water resources coordinator to learn more. I even met with a representative from the Maine DEP in my front yard to make sure the project would not have an adverse impact to Capisic Brook. After that experience, I have been tracking the Land Bank Commission's accomplishments this year and I am both impressed and have been inspired to join. The new wayfinding signs added on the trails this year have significantly helped people find their way around. I am most impressed with the work done on Rand Road protecting the existing trails and ecosystem in the Fore River Sanctuary area.

As a registered professional environmental engineer in the state of Maine, I can use my technical skills to assist the commission in evaluating new properties and keeping existing ones preserved. In my role as an engineer, I have become very familiar with land redevelopment and working with multiple clients and stakeholders to meet remedial cleanup regulations. I have experience consulting for government, municipal, and private clients, bringing a sense of professionalism and respect for all stakeholders involved on a project. My expertise in preparing technical reports and figures with GIS may also be of assistance to the commission in managing the existing inventory of open space resources within the city. I would be happy to utilize my skills and passion for environmental remediation and protection for the commission to strike a balance between development and conservation of open space. I look forward to bringing my passion and energy for both Portland and the environment to the Land Bank Commission. Thank you for your consideration!

Best regards,

Baxter Miatke

Baxter Miatke, P.E.
12 Pinebrook Lane, Portland, ME, 04102



Professional Summary:

Mr. Miatke is an environmental engineer by training with remediation experience including Phase I/II environmental site assessments; remedial treatment system design; construction oversight, fieldwork and data collection. In this role he has become very familiar with land redevelopment and working with multiple clients to meet cleanup regulations onsite. Mr. Miatke has experience consulting for government, municipal, and private clients with a sense of professionalism and respect for all stakeholders involved. Mr. Miatke also has international community development and engineering project experience leading Engineers Without Borders chapter of Portland on a water distribution project in Ecuador for the past 3 years that included comprehensive field work, design, and project management. Mr. Miatke has earned his professional engineering licensure (P.E.) in environmental engineering in the state of Maine and Vermont.

Education:

University of Vermont, Burlington, VT

B.S. Environmental Engineering, May 2015

- Honors College, Pure Mathematics Minor

M.S. Civil & Environmental Engineering, October 2016

Employment History:

Arcadis

Staff Water Engineer

Portland, ME

May 2019- Present

- Consulted on PFAS specific treatment technology evaluations and design for water, wastewater, and soils for a variety of private, municipal, and federal clients.
- Performed, researched, and led innovative development for emerging contaminant (PFAS) treatment technologies.
- Gained international project experience and client development in Canada, Australia, and Europe.
- Managed multiple stakeholders on design projects and presented to clients for recommendations.

Wood Environment and Infrastructure

Staff Environmental Engineer

Portland, ME

May 2017- May 2019

- Managed submittal registry and provided extensive design support and field oversight for construction of a \$14 million groundwater extraction and treatment system to control migration of PFAS-impacted groundwater used for municipal water supply at an air force base. Construction oversight experience with large-scale horizontal directional drilling on airfields.
- Directly responsible for the construction oversight and operation of a million-dollar air sparge and soil vapor extraction treatment system to reduce chlorinated solvents plume for a private client. Led the operation and maintenance of system and interact directly with client on performance updates. Successful client relations resulted in additional work acting as the lead engineer for the evaluation and optimization recommendations of their industrial wastewater treatment plant.
- Provided a broad range of design and field support for \$4 million project at an active US Army research facility involving soil vapor extraction, groundwater pump and treat, indoor air monitoring, sub slab depressurization, and significant contribution to feasibility study.
- Extensive water/wastewater design support on multiple projects including sewer separation inspection services for the city of Portland.

The Johnson Company

Staff Engineer

Montpelier, VT

August 2016- December 2016

- Performed Phase I/II Environmental Site Assessments, reporting, site visits, and client interaction
- Performed fieldwork including groundwater/surface water sampling, well development, slug tests, soil stockpile inspections, and remediation activities at an active Superfund site.

Volunteer Engineering Project Experience

Engineers Without Borders Portland Maine Professional Chapter

May 2017-Present

Water Storage and Distribution System: El Progreso, Ecuador

- Co-project lead for design and ongoing implementation of a water distribution system in a village of 110 residents in Ecuador.
- Extensive involvement in professional development and fundraising of chapter. Current ME/NH/VT state representative for EWB-USA.

Engineers Without Borders UVM

Aug 2011-May 2016

Greywater Treatment System for Agriculture: Venecia, Nicaragua

- Active member for 4 years, President 2013-2014, Co-President 2014-2015, Grad Advisor
- Traveled in May 2014 to Nicaragua and performed initial site assessment: water/soil sampling testing in-country, land surveys, home interviews, and community education.
- Designed, built, and tested slow sand filter prototype at UVM.

Technical Skills:

- GIS
- AutoCAD
- Microsoft Office, Excel, PowerPoint
- Google Drive, Dropbox, Sharepoint

Certifications and Honors:

- Professional Engineering, P.E., License, ME and VT (#'s available upon request)
- OSHA 40-Hour HAZWOPER, August 2017
- Fundamentals of Engineering Exam, E.I.T Certification, April 2015

Publications and Presentations:

- "Quantifying Nutrient and Sediment Loads during Spring Runoff in the Missisquoi River Basin", Vermont EPSCoR Student Research Symposium, Burlington, VT, March 2015
- "The Importance of Seasonal Regressions for Nutrient/Sediment Loads to Establish Relationships with Land Use and Soil Properties in VT's Lake Champlain Basin", 14th Annual International Climate Prediction Applications Science Workshop (CPASW), Burlington, VT, March 2016
- Miatke, Baxter G., "A Framework For Estimating Nutrient And Sediment Loads That Leverages The Temporal Variability Embedded In Water Monitoring Data" (2016). Graduate College Dissertations and Theses. 651. <http://scholarworks.uvm.edu/graddis/651>

Organizations:

- | | |
|---|-----------------------|
| • Engineers Without Borders- UVM and Portland Maine | Fall 2011-Present |
| • Tau Beta Pi Engineering Honor Society-President | Fall 2013-Spring 2015 |
| • Chi Epsilon Civil & Environmental Engineering Honor Society | Fall 2013-Spring 2015 |
| • American Society of Civil Engineers Student Member | Fall 2012-Spring 2015 |
| • New England Water Environment Association Member | Fall 2015-Present |
| • Portland Trails Member | May 2017- Present |
| • New England Mountain Bike Association (NEMBA) Member | Fall 2018- Present |

Ashley Burdick

City of Portland | Generated 6/26/2023 @ 11:58 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Ashley Burdick	Parks Commission	1	Pending
Application Date	5/17/2023			
Expiration Date	5/17/2024			
Status	Received			

Basic Information

Name
Ashley Burdick

Contact Information

Address
132 Marginal Way Apt 315
Portland, ME 04101

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 11:58 am

Ashley Rand
389 Congress St
Room 203
Portland, ME 04101

Dear Ashley Rand,
RE: Parks Commission Board

I am writing this with an interest to apply for the open seat on the Parks Commission Board. I have an intense passion for ensuring everyone can enjoy the outdoors in a safe and accessible way and believe getting involved in the city I live, work, and play in is a great way to ensure that.

I am currently employed with M&T Bank and have volunteered through them in outdoor events, such as cleaning up at Wolf's Neck State Park, and assisting with public runs. I believe everyone should have easy access to have fun outdoors and sitting on this board would allow me to be part of that. I have only lived in Portland for about a year, but it is truly one of the most amazing little cities I have ever encountered, and I want to do everything I can to be involved in maintaining its beauty.

My degree, work experience, volunteering, and passion for the cause would make me a great candidate for this open position and I look forward to hearing from you.

Thank you so much for your time,
Ashley Burdick

Ashley Burdick

[REDACTED] | [REDACTED] | linkedin.com/in/ashleymburdick | Portland, ME 04101

Experience

M&T Bank | Portland, ME

Universal Banker

January 2023 - Present

- Assist the branch in meeting goals by generating business through outside calls, inside selling, and targeted marketing materials.
- Maintain knowledge of all aspects of the teller line including processing transactions, balancing cash drawer and vault, and basic branch operation functions.

Town and Country Federal Credit Union | South Portland, ME

Teller II

November 2022 – January 2023

- Provide guidance and direction to tellers on the teller line, ensuring a timely and accurate workflow throughout the day.
- Maintain proper cash levels of teller drawer and the vault, balance ATM, distribute cash to tellers, and order/sell cash as needed.
- Provide supervisor approval for any transactions requiring as much.
- Offer exceptional customer service while cross-selling financial products available at the credit union.

Teller

August 2022 – October 2022

- Process client transactions, including deposits, withdrawals, transfers and loan payments.
- Accurately maintain record of transactions with proper documentation and ensuring all paperwork is within compliance.
- Assist clients with questions and concerns related to their banking needs, as well as the opening and closing of accounts and cards.

Quality Print and Copy | Carmel, CA

September 2020 – June 2022

Sales Associate/Assistant

- Increased business development through the creation and sale of printed products and services to a variety of restaurant, construction, and other professional establishments.
- Responsible for training staff on the implementation of a virtual mailbox system that increased the store's number of mailbox holders by 150% in the first three months.
- Worked remotely on light bookkeeping via QuickBooks.

Roger Brown's Restaurant and Sports Bar | Portsmouth, VA

August 2019 – March 2020

Hostess/Party Coordinator

- Acted as the face of the business while greeting guests, coordinating appointments and reservations, taking orders, and rotating guests evenly through sections of the restaurant.
- Repeatedly planned, organized, and executed parties of 50-100 patrons while simultaneously seating walk ins and other smaller parties.

Kinney Drugs | Syracuse, NY

December 2017 – April 2019

Pharmacy Technician

- Assisted the lead pharmacy technician with the management of inventory levels, ordering of supplies, verifying deliveries against purchasing orders, and resolving any discrepancies.
- Compiled, sorted, and verified data to be entered into the system.
- Routinely resolved insurance claims and billing issues.

Education

State University of New York at Canton | Canton, NY

December 2021

Bachelor of Business Administration in Finance

Magna Cum Laude GPA 3.69/4.00

Licenses

Notary Public | State of California

February 2021 – June 2022

Commissioned by the state of California to certify the identity of clients and their signatures, performing a variety of fraud-deterrent acts.

Volunteer Experience

Shelter Volunteer | Monterey SPCA

August 2021 – June 2022

Cleaned animal rooms and cages, assisted with laundry and general shelter upkeep, and walked/played with dogs and cats to give them an opportunity to socialize and meet their prospective new families.

John Clark

City of Portland | Generated 6/26/2023 @ 12:00 pm by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	John Clark	Parks Commission	1	Pending
Application Date	6/2/2023			
Expiration Date	6/2/2024			
Status	Received			

Basic Information

Name
John Clark

Contact Information

Address
225 Valley Street
Apt 3
Portland, ME 04102

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 12:00 pm



John Clark

225 Valley Street #3, Portland, ME 04102



Work Experience

Windham Parks & Recreation, Windham, ME

Administrative & Marketing Assistant, February 2022 – Present

- Coordinate registrations, facility reservations, staffing plan, and financial records for recreation programs
- Design and distribute a variety of marketing materials (brochures, flyers, news releases, and social media content) to promote department offerings and community involvement opportunities
- Communicate with user groups, instructors, and program participants by responding to inquiries and providing information on upcoming programs, cancellations, and other updates
- Manage department project task lists and calendars
- Assist with public input collection process for upcoming projects and programs
- Oversee seasonal staff employment and onboarding process, coordinate seasonal staff and volunteer schedules
- Coordinate logistics for community events and solicit feedback from participants

Bicycle Coalition of Maine, Portland, ME

Valet Bike Parking Coordinator, May 2023 – Present, May 2022 – September 2022 (seasonal)

- Communicate with volunteers prior to events to confirm commitment and answer questions
- Lead volunteers in set up and break down of site and oversee operations throughout event
- Represent BCM and promote upcoming programs and membership opportunities
- Report number of Valet Bike Parking users to BCM and partner organizations

Cumberland County Soil and Water Conservation District, Windham, ME

AmeriCorps Environmental Steward, January 2021 – November 2021

- Developed social media education campaigns for fundraiser 5K, invasive forest pests, and stormwater pollution prevention
- Led volunteer events to improve community agriculture efforts in communities throughout Cumberland County.
- Facilitated in-person and virtual educational workshops and breakout room discussions
- Managed logistics for Virtual Urban Runoff 5K, a fundraiser race with over 100 participants
- Delivered environmental education lessons and service-learning projects to K-5 students
- Aided in developing behavior change tracking study to comply with state stormwater discharge permit requirements

Friends of Acadia, Bar Harbor, ME

Lead Summit Steward, June 2020 – October 2020 | Summit Steward, June-August 2018 and 2019 (seasonal)

- Provided interpretation to Acadia National Park visitors at busy locations, primarily focused on Leave No Trace Education
- Led volunteer groups of all ages performing trail maintenance
- Supervised a team of six to ensure parts of park most in need of interpretation were staffed
- Developed training material for new staff, trained and mentored them on interpretation skills, and provided feedback for performance evaluations

Education

University of Maine, Orono, ME

BS in Parks, Recreation, and Tourism; Concentration in Park and Recreation Management, 2020.

Minor in Outdoor Leadership, 2020.

Organizational Experience

- Portland Bicycle & Pedestrian Advisory Committee (Portland, ME) – Chair (2021 - 2022), Past Chair (2022 - Present)
 - Bicycle Coalition of Maine (Portland, ME) – Community Spoke (2021 - Present)
 - Maine Outing Club (Orono, ME) – President (2019 - 2020), Volunteer Chair (2018 - 2019)

John Clark

225 Valley Street #3, Portland, ME 04102

[REDACTED]

To whom it may concern,

I would like to be considered for an appointed seat on the Portland Parks Commission. I believe my experience in the natural resources field, involvement in local government and advocacy, and my passion for Portland's amazing parks make me a great fit to serve on the Commission.

Professionally, I have devoted my career to supporting Maine's natural resources and improving the quality of our parks, as well as working to ensuring they are accessible and inclusive to all. I am a proud Certified Parks and Recreation Professional and Parks and Recreation employee for the Town of Windham. Through this role, I have gained a greater understanding of municipal operations, as well as best practices and current trends in the world of parks. I would love to use some of my professional experience to support the efforts of the Parks department in my home city.

Having served as Chair of the Portland Bicycle and Pedestrian Advisory Committee in 2022 and continuing to serve on the executive board, I have not only served in a facilitator role to support the advancement of transportation equity, one which I feel very passionate about, but also become more connected to Portland and what it means to serve your community on a volunteer board or committee. I see a large overlap between the goals of urban parks and active transportation and would be grateful to bring my perspective and knowledge to the Parks Commission.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

John Clark (he/him)

Alexis Lopez Del Vecchio

City of Portland | Generated 6/26/2023 @ 11:59 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Alexis Lopez Del Vecchio	Parks Commission	1	Pending
Application Date	5/26/2023			
Expiration Date	5/26/2024			
Status	Received			

Basic Information

Name
Alexis Lopez Del Vecchio

Contact Information

Address
8 Montgomery St
Portland, ME 04101

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 11:59 am

May 26, 2023

City of Portland
389 Congress Street
Portland, ME 04101

Dear City Council:

I am writing in regards to the vacant seat on the City of Portland Parks Commission. As a licensed Landscape Architect who has been working in the field for the last 16 years, I feel that my experience makes me well suited to contribute to this vital part of city life. Following a recent relocation to Maine, I am also excited by the opportunity engage in my local community; Portland's Parks Commission is a natural fit as it is a system that my family and I enjoy and use regularly.

My career as a Landscape Architect and Project Manager in Los Angeles, CA, Portland, Oregon, and New Hampshire has provided many opportunities to navigate complex relationships between public and private stakeholders to find consensus and generate forward-thinking solutions. Working on a wide range of project types and scales, I am familiar with the many aspects of landscape development, including design, construction, and maintenance. Projects I've worked on that are particularly relevant to the Park Commission's work include the Gabriel Park Inclusive Playground, a regional-scale park and playground in Portland, OR, with a special focus on physical and developmental inclusivity, a collaboration with Los Angeles Unified School District to utilize stormwater infrastructural funding to "green" asphalt play areas at three local elementary schools, the Snowpeak Campground project, a private campground in Longbeach, Washington, and a mid-block pocket park in San Francisco's Rincon Hill neighborhood. I've also had hands-on experience caring for natural spaces as an intern researching and maintaining Dumbarton Oaks, a research facility and public garden in Washington DC.

In addition to my Landscape Architecture work, I've pursued volunteer and work opportunities within the related fields of youth programming and the environment. Following my graduation from college, I spent the year teaching Art in Costa Rica for 1st-12th graders; for 5 summers I worked in various roles at a Boston-area chapter of Upward Bound, a federally funded TRIO program that encourages academic achievement and college matriculation. I've also volunteered in various capacities for the homeless youth organization Safe Place for Youth, located in Venice, CA, and assessed urban orchards for a Boston-area non-profit. More recently, as a member of my local watershed committee in New Hampshire, I've helped write grant applications and develop erosion control planting projects.

Across my varied experiences, connecting people with natural spaces is a common goal. To that end, I'm particularly interested in how to increase access and better understand the physical, cultural and structural barriers that limit use in our shared, public spaces. I also appreciate that parks are faced with numerous questions as we grapple with funding needs for maintenance, the impacts of climate change, and competing needs of various users. I believe that I can provide support and experience to the Portland Parks Commission, and I hope that you'll consider me for this exciting opportunity!

Sincerely,

Alexis Lopez Del Vecchio

[REDACTED]

ALEXIS LOPEZ DEL VECCHIO

8 Montgomery St., Portland, ME, 04101

t. [REDACTED]

CA License # [REDACTED] OR License # [REDACTED]

NH License # [REDACTED] ME License # [REDACTED]

EDUCATION

Harvard University, Graduate School of Design, Cambridge, MA
Master of Landscape Architecture, May 2012

Yale University, New Haven, CT
BA in Fine Arts, May 2006 (GPA 3.6)
Concentration: Painting; Secondary Concentration: Urban Studies

EXPERIENCE

Michael Boucher Landscape Architecture, Freeport, ME
Landscape Architect, November 2022-present
Implementing the landscape design for the new Smith Center for Education and Research at Wolfe's Neck Center, as well as developing residential and largescale residential design for projects throughout Maine

Pellettieri Associates, Inc., Warner, NH
Senior Landscape Architect, July 2021–October 2022
Guided the design department of a 30+ design-build firm, managed staff to facilitate successful design and construction of over 40 active projects, and prepared design and permitting documentation for the firm's largely residential portfolio of work

2.ink Landscape Architecture, Portland, OR
Associate, September 2019– July 2021
Managed complex projects, including urban parks, residential, large-scale residential, and urban infrastructural and streetscape projects, from design through construction. Gabriel Park, a new city-wide destination park with a focus on accessibility, has been a particular focus, and required navigating numerous regulatory requirements, challenging site grading, and a large-scale planting for the 6+ acre park

Steve Billings Landscape Architecture, Santa Monica, CA
Project Manager, January 2018– October 2018
Led new and on-going residential, large-scale residential, institutional and commercial projects, facilitating design and communication between design team members for successful job completion

Bestor Architecture, Los Angeles, CA
Landscape Project Manager, June 2017– December 2017
Led landscape design, construction administration and coordination for residential design projects as part of Bestor's newly formed landscape studio

Travel, Italy & Europe
Explorer, July 2016– December 2016
Traveled extensively across Italy and other European cities, studying European design practices and public spaces in-situ. Additionally, volunteered on small-scale organic farms across Italy, assisting with olive oil harvesting and production, wine making, soil preparation, care and slaughter of animals, and other related activities

ALEXIS LOPEZ DEL VECCHIO

8 Montgomery St., Portland, ME, 04101

t. [REDACTED]

CA License # LA 6476 OR License # LA 1012

NH License # 196 ME License # LAR5303

Pamela Burton and Company, Santa Monica, CA

Designer II, May 2014- June 2016; January 2017-June 2017

Designer I, October 2012-May 2014

Responsible for design and project management of landscape sites across a variety of scales and types, including a manufacturing campus in Santa Fe Springs, CA, a 3-acre residence in Pacific Palisades, CA, and a landscape master-plan for a 60-acre mixed-use development in Hawaii.

Dumbarton Oaks, Washington, DC

GIS Summer Intern, June 2012- August 2012

Maintained the garden, as well as created online exhibits that combined archival plans, images, drawings, letters and supporting text within a geo-spatial context

Mia Lehrer + Associates, Los Angeles, CA

Intern, June 2011- August 2011

Led community workshops and assisted with project marketing and master plan designs of 3 case study schools in Prop 84 urban greening grant project

Design Assistant, November 2007- March 2009

Supported associates and project managers with RFP/ RFQs for public and private projects, promotional materials, models, montages, boards and other visual aids

AWARDS/ACTIVITIES

Kezar Lake Association Watershed Committee, 2021-2023, Graphic and garden design volunteer with 'Safe Place for Youth,' 2013-2018; Taught FARMSCHOOL class for homeless youth at 'Safe Place for Youth,' 2017; Student representative for Landscape Architecture Department, 2010-2012; Teaching Assistant, 2012; Participant in terrain traveling exhibit, 2011; Art department production assistant for short films "Gordita," 2009, & "2081," 2009; Upward Bound "Alex Del Vecchio Leadership Award" created in 2006 in honor of service to Upward Bound Program in Dedham, MA; Yale Literary Magazine Art Award, 2005; Yale Women's Center Arts Grant: 2006; Yale University Arts Grants: 2003, 2005, 2006

SKILLS

ArcGIS, CAD, Photoshop, Illustrator, Indesign, Sketch-up, Rhino, Word, Excel, PPT
Languages: Italian, Spanish

PROFESSIONAL DEVELOPMENT

UNH Stormwater Management Certificate
Attended ASLA Annual Conference, 2017, 2020
Attended Venice Architectural Biennale 2016, 2018
Citizen Arborist Program, Tree People, Los Angeles, Spring 2013
Harvard Career Discovery, Summer 2007; Concentration: Urban Design

Ashley Rand, City Clerk
Portland City Hall
389 Congress Street
Portland, Maine 04101

VIA: [REDACTED]

Subject: Application for Parks Committee Volunteer Board Member

Dear Ms. Rand,

I hope all is well. I am writing to express my strong interest in serving on the Board for the Parks Committee in the city of Portland.

As a passionate advocate for community engagement, environmental stewardship, and healthy lifestyles, I believe that my skills and passions would bring value to the committee.

I have been a resident of Portland for almost 3 years and love this city's beautiful parks and visitor-friendly recreational areas. (I am also a big fan of Frederick Olmstead, who was a contributor to the design of some of our parks.)

When I first moved here from Boston, I was immediately struck by the quality and abundance of the natural spaces here. And now, living directly across the street from the Eastern Promenade, I've been able to witness first-hand how Portland's natural spaces play an integral role in fostering a sense of joy, promoting physical well-being, and encouraging social interaction within our community.

With a background in Marketing, I can bring a strong communications and persuasion skill set to the Committee. Through my professional work experience, I've learned to collaborate effectively with diverse stakeholders, and to value the power of open dialogue and consensus-building.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further and the opportunity to contribute to the betterment of Portland's parks and recreational spaces.

All the best,
Helen Coyne

Helen M Coyne
236 Eastern Promenade #1
Portland, ME 04101

[REDACTED]

[REDACTED]

MyCase

Legal Practice Management Software

04/2021 - present

Senior Customer Marketing Manager

Lead customer marketing efforts to drive customer engagement and advocacy, identify upsell opportunities, and increase loyalty and retention.

- Drive customer sophistication through email campaigns, in-app messaging, newsletters, and educational webinars.
- Compose and send customer emails, including automated workflows to support onboarding, adoption, retention, and renewals.
- Develop first Customer Conference (November 2022).
- Collaborate with sales and success to capture customer feedback, using it to inform customer marketing strategy.
- Work with product team on go-to-market initiatives; most recently launched a new Payments product.

Woodpecker (acquired by MyCase)

Legal Document Automation

10/2019 – 04/2021

Director of Marketing & Customer Success

Member of founding team

- Developed go-to-market strategy, brand positioning, audience personas, marketing messaging, and all prospect/customer communications.
- Managed digital campaign strategy and execution
- Built new user onboarding function to increase customer engagement and product/feature adoption.
- Created customer success function to improve customer retention and increase customer lifetime value.
- Developed educational webinars, customer community, and content marketing strategy.
- Contributed to product roadmap and overall business strategy.

Thrivehive (rebranded from Propel Marketing)

05/2017 – 10/2019

Digital Marketing Solutions

Senior Operations Manager, Social Media

Manage a team of 14 strategists responsible for planning and optimizing Social Advertising campaigns with monthly budgets ~\$300,000.

- Work with Sales during pre-sales to recommend social media plans for prospects.
- Ensure that all SLAs are met and that key performance delivery indicators are supporting campaign goals.
- Troubleshoot campaign escalations regarding performance and delivery.
- Collaborative with vendors to resolve issues.
- Identify opportunities to increase revenue, improve client experience, and decrease operating expenses.
- Participate in monthly Sales training for Sales and develop training materials for Operations teams.
- Contribute to development of product marketing collateral.

ChoiceStream

11/2016 – 03/2017

DSP/First party data provider

Manager, Strategic Accounts

Onboard, retain, and develop key clients using performance data, in-depth audience insights and campaign optimization strategies.

- Act as the primary day-to-day contact for assigned key client accounts.
- Increased quarterly revenue for largest account, Zappos, by 25% in Q1, and on track to grow revenue by 40% for FY 2017.
- Manage the ad campaign lifecycle, including optimization, reporting, analytics, billing/budgeting, and strategic planning for assigned campaigns.
- Assist with pre-sale campaign strategy, planning and RFP response.
- Effectively onboard new business, drive key business metrics and own the Client relationship.
- Lead status calls and work with internal teams on task delivery to ensure campaign objectives are achieved.
- Develop and run QBR meetings for clients.

Propel Marketing**03/2015 – 11/2016**

Digital Marketing Solutions

*Manager, Display Advertising**Manage a team of 9 traffickers and optimization specialists for Programmatic Display campaigns with monthly revenues ~\$500,000.*

- Ensure that all SLAs are met and that key performance delivery indicators are in alignment with campaign objectives.
- Troubleshoot escalations regarding performance, delivery, and pacing.
- Develop and document best practices for process and campaign performance.
- Assist the Director of Programmatic Strategy & Ops with growing the Display team to support the rapid growth of the company.
- Identify opportunities to increase revenue, improve client experience, and decrease operating expenses.
- Participate in training for Sales and co-develop content for training curriculum.

Millennial Media**03/2014 – 03/2015**

Mobile Ad Network/Media

Project Manager, Operations, New Products

- Create scalable operations processes for beta products such as attribution, cross-screen advertising and Facebook retargeting.
- Contribute to the RFP process, ensuring product recommendations align with client KPIs.
- Work with clients to explain technology and process behind products.
- Collaborate with Engineering to resolve product performance issues and ideate new product features to increase customer value proposition and drive revenue.
- Work with cross-functional stakeholders to gather business requirements to guide process and product improvements.
- Establish timelines, project scope, and specs for creative assets for timely campaign launches.
- Analyze campaign data and make recommendations for optimizing performance.
- Communicate project schedules, issue resolution status, and launch risks to project teams.

Jumptap, Inc. (acquired by Millennial Media in 11/2013)*Manager, Ad Operations & Ad Solutions***05/2011 - 02/2014**

- Responsible for successfully running the daily operations of Ad Operations, and for building the team including hiring, training, coaching, and mentoring. Team responsibilities include ad trafficking, editorial review, QA, and rich media ad production.
- Project Manager for 15-30 concurrent rich media ad builds, managing timeline and project communication with creative and media agencies. Manage vendor relationships.

- Created and maintain all departmental training, process, policy guidelines, and documentation. Built the workflow infrastructure.
- Drive ongoing operational efficiencies and error reduction through process optimization, automation, and best practices.
- Worked with Product to scope features to increase productivity 400% without adding to headcount
- Continually work cross-functionally to identify opportunities to maximize revenue.
- Oversee off-shore trafficking team, maximizing utilization.

SOFTWARE

Productivity: *Google Workspace, JIRA, Basecamp, MSOffice, Basic working knowledge of Adobe Creative Cloud, Smartsheet, Monday.com, Trello, Asan, Notion, Hug, Airtable*

CRM: Salesforce, Pipedrive

Customer Communication: Intercom, Churn Zero

Email: Marketo, Mailshake

Languages: *Familiarity with HTML, CSS, HTML5, and Javascript*

Analytics: Google, Mixpanel, Pendo

Payment Processing: Stripe

Website Builder: Squarespace

PROFESSIONAL ORGANIZATIONS

Rev Ops IAB, Women in Wireless, Ad Ops Professionals, RevGenius, Product Marketing Association

EDUCATION

Boston University, Boston, MA

Master of Science: Advertising

Boston University, Boston MA

Bachelor of Science: Business Management

OTHER

Certified Yoga Teacher (200 hour RYT), Yogaworks

Certified Mat Pilates Instructor, Balanced Body University

Group Fitness Instructor, AFAA

CPR/First Aid/AED certified

Sharon Dennehy

City of Portland | Generated 6/26/2023 @ 11:54 am by OnBoard2 - Powered by ClerkBase

Status

Name Sharon Dennehy
Application Date 5/31/2023
Expiration Date 5/31/2024
Status Received

Board

Portland Public Art Committee

Vacancies

0

Status

Pending

Basic Information

Name
Sharon Dennehy

Contact Information

Address
13 Tremont St
Portland, ME 04103

Email

[REDACTED]

Cell Phone

[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 11:54 am

Sharon Dennehy

Portland, Maine

Experience

Portland Public Art Committee

Member and elected Vice Chair

2022 –Present

Licensed REALTOR

Townsend Real Estate

2022 - Present

Portland, ME

- Associate Broker with CIPS (Certified International Property Specialists) and GREEN Designations

Owner and Curator

NOTCH8 Productions, LLC

2014 - Present

Atlanta, GA and Portland, ME

- Purchased warehouse property in Atlanta, GA in 2014
- Opened artist studio rentals and a gallery that showcased local urban artists
- Featured curated exhibitions with the goal of establishing a conduit which connects community and art
- Recipient of multiple awards: 2018 & 2016 Best of Atlanta – Best Gallery - Creative Loafing; 2018 & 2017 Best of Atlanta – Best Gallery - Atlanta Tribune Magazine
- In 2021 relocated Notch8 to Portland, Maine for art consultations and curation
- 2022 opened Notch8 Gallery at 52 Center St. Portland Maine

Real Estate Agent

Engel & Völkers Atlanta

2019-2021

Atlanta, GA

- Licensed REALTOR with CIPS and GREEN Designations

Owner and Curator

Nelson Street Gallery

2012-2015

Atlanta, GA

- Opened contemporary art gallery and performance space showcasing street art and local artists
- Curated exhibitions and worked with artists to help bring their vision to fruition

Co-owner and Administrator

Sosebee Services, Inc.

1986-2014

Atlanta, GA

- Office Administrator and bookkeeper

Customer Service Agent

Delta Airlines

1977-1991

Atlanta, GA

- Worked as a Customer Service Agent at the main terminal ticket counter

Art Committees and Boards

Music Panelist

Fulton County Arts Council

2011-2014

Atlanta, GA

- Music Panelist for “New and Emerging Music” and Music Panelist for “Small Music Groups”
- Read grants, observed performances, and wrote evaluation reports for committee review to determine grant awards and monetary awards

Sharon Dennehy

Portland, Maine

- Advisory Board Member** 2011-2014
MASS Collective Atlanta, GA
- Advisory board member at MASS Collective. A collaborative space for makers, projects, and concepts
- Board Member and Co-Chair Art Committee** 2010-2013
Eyedrum Art & Music Gallery Atlanta, GA
- Secretary of Executive Board at Eyedrum. A non-profit focused on contemporary art and experimental music
 - Co-Chair of Art Committee, curated exhibitions, and reviewed artist proposals
- Volunteer** 2010-2013
Living Walls Street Art Conference Atlanta, GA
- Procured walls for murals for "The Living Walls" and acted as liaison between artists and property owners. The Living Walls Street Art Conference unites street artists and scholars from across the globe to engage in meaningful discourse about our public spaces
- Founding Committee Member and Music Events Producer** 2010-2012
Art on the BeltLine Atlanta, GA
- Curated outdoor murals, art projects, and music events for the Atlanta BeltLine. A project to revitalize abandoned railroad tracks with public transit and walking trails to connect 40 neighborhoods and parks
- Administrator and Administrative Director** 2005-2009
Atlanta Silverbacks Professional Soccer League Atlanta, GA
- Administrator: Silverbacks Professional Women's Team
 - Administrative Director: Atlanta Silverbacks Youth League
 - Co-Director: Atlanta Silverbacks Tournament of Champions, 2007 & 2008
- Board Member and Chair Grants Committee** 1998-2002
Council of Intown Neighborhoods and Schools Atlanta, GA
- Board Member of nonprofit that supports Atlanta's Midtown schools through community engagement, advocacy, and investment
 - Grants Committee reviewed and awarded grants to educators for projects to enhance learning experience
- PTA President, Vice President, and Chair of Art and Music Committee** 1995-1999
Morningside Elementary School Atlanta, GA
- As Art and Music Committee chair, brought in artists and musicians to enhance curriculum and experiences in the Arts
- Visiting Artist** 1995-1999
Atlanta Public Schools Atlanta, GA
- Worked with students at Elementary School on art projects: painting murals, sculpting, and as art assistant
- Personal Exhibitions**
- Watercolorist** Present

Sharon Dennehy
sdennehy1@gmail.com
Portland, Maine

Visual Artist

GA and NC

- Exhibitions: Art in Bloom Gallery – Clayton, GA; Penny's Garden Art Gallery– Mountain City, GA; The Bascom Gallery – Highlands, NC; Quinlan Visual Art Center – Gainesville, GA; Callanwolde Arts Center – Atlanta, GA

john whitin whipple

City of Portland | Generated 6/26/2023 @ 11:56 am by OnBoard2 - Powered by ClerkBase

Status

Name john whitin whipple
Application Date 6/2/2023
Expiration Date 6/2/2024
Status Received

Board

Portland Public Art Committee

Vacancies

0

Status

Pending

Basic Information

Name
john whitin whipple

Contact Information

Address
47 thomas st
portland
portland, ME 04102

Email

[REDACTED]

Phone

[REDACTED]

Cell Phone

[REDACTED]

Business Phone

[REDACTED]

Additional Information

Notes

I've been part of this committee for 3 years. It takes that long to learn the drill and be able to contribute. Now that I am familiar with the job, I'd like to continue for another term.

Generated 6/26/2023 @ 11:56 am

John Whipple
47 Thomas St.
Portland, ME 04102

December 1, 2020

Appointments Committee Chairman
c/o City Clerk
389 Congress St.
Portland, ME 04101

Re: Arts Committee

Sir/Madame:

I would like to be considered for a position on the Portland Public Arts Committee. I have watched the city develop for the last 45 years, and would like to have some small affect in how it continues to develop.

I've lived on Thomas Street since 1977 and have had offices on Fore Street, Oak Street, Congress Street, Commercial Street, and now, Pleasant Avenue. For much of this time, I walked to work, gaining an appreciation from a pedestrian's point of view for what is great about our city and what is not so great. Since Covid hit, I have ridden a bike on almost every road and path in Portland. Portland is looking up! It's a better city than ever to see from the point of view of a bicycle. Public art plays a large part in that.

For 15 years, I served as a commissioner on the Portland Housing Authority. I have had two turns as an advisor to the city for façade improvement grants and have spent enough time on various other private committees to feel that I know how to be a constructive contributor in a group situation.

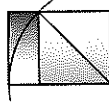
My architectural work in town has included several building renovations in the Old Port, two recently built condominiums in the East End, the repurposing of a synagogue for Portland Community Squash, and many less public medical offices and interior renovations. I have always built things: furniture, a boat, stage sets, sculptural lights, paintings. These pursuits have given me an appreciation for how things are made, how they work, the process that makes art and the way people interact with it. I prefer art that rewards many visits. Our city should have more of it.

Thank you for your consideration.

Sincerely,

John Whipple

c: [REDACTED]
Attached: Resume



WHIPPLE - CALLENDER ARCHITECTS

Resume

John Whipple
47 Thomas Street
Portland, ME 04102

Education:

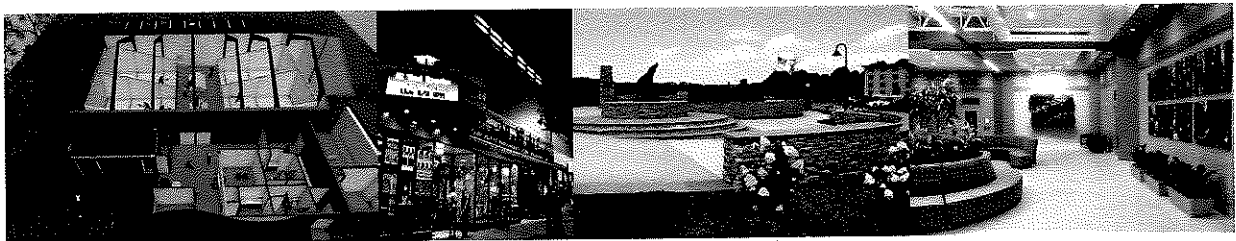
M.A., Architecture, Yale School of Architecture, 1973
Officer Commission, Army O.C.S., Fort Benning, GA 1970
First Lieutenant, Viet Nam, 1972
B.A., English, Lawrence University, 1967
High School Degree: Phillips Andover Academy, 1963

Registration:

Maine #889, issued 1977
Florida #12,303
Connecticut #11307

Community:

Portland Housing Authority Commissioner, 1976 – 1991
Portland Elementary Schools Task Force Member, 1999 – 2000
YMCA, Advisory Board Member, 2005
Portland Community Squash – architect, building committee, mentor



136 PLEASANT AVE PORTLAND MAINE 04103

William Keefer

City of Portland | Generated 6/26/2023 @ 10:20 am by OnBoard2 - Powered by ClerkBase

Status	Board	Vacancies	Status
Name	William Keefer	Rent Board	3
Application Date	3/31/2023		Pending
Expiration Date	3/31/2024		
Status	Received		

Basic Information

Name
William Keefer

Contact Information

Address
405 Ludlow St
Portland, ME 04102-1528

Email
[REDACTED]

Phone
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes
Afternoon,

I am a retired executive director of an affordable housing agency. with 30 years experience in housing I am familiar with a lot of the issues that the board would address in their work. I understand the issues facing both landlords and residents and can understand most city, state and federal regulations.
I think that the District 3 position is filled but am contacting you thinking maybe there is a way to get involved with your board.

Bill Keefer

Generated 6/26/2023 @ 10:20 am

William G. Keefer
405 Ludlow Street, Portland, ME 04102

[REDACTED]
[REDACTED]

Association Manager: United Property Associates
(Virginia Beach, VA)

- Managed a diverse portfolio of real estate throughout southeast Virginia
- Developed, prepared and managed annual budgets
- Monitored contractor performance to insure quality of service, budgetary compliance and cost containment
- Responsible for oversight, development and training of five board of directors and committees
- Maintained effective communications with developers, contractors, and municipal agencies and residents. Negotiated solutions and resolved conflicts
- Maintained records and prepared monthly financial and activity reports

Divisional Coordinator of Housing: Community Alternatives Management Group
(Virginia Beach, VA)

- Coordinated operations of residential homes serving disabled and homeless adults to include eligibility, selection, occupancy and building maintenance.
- Planned, budgeted and scheduled long-term capital improvements. Assured quality of work that repaired, maintained and improved property values.
- Assisted in grant development that increased property acquisitions.
- Monitor performance, prepared reports and insured compliance with Housing and Urban Development policies and regulations.
- Maintained effective communications with contractors, owners and residents.
- Developed preventative maintenance and monthly inspection programs.
- Supervised and evaluated staff and sub-contractor performance.
- Prepared and monitored budget; reduced expenditures by 12%

Manager of Resident Initiatives: Portland Housing Authority
(Portland, ME)

- Planned, implemented and managed community development programs for family and elderly neighborhoods utilizing resources from business, education and the community.
- Identified community needs, analyzed data; developed policies and procedures.
- Developed and enhanced programs and partnerships with University and Public education institutions, business, police and community agencies.
- Ensured staff and community participation in the development, implementation and evaluation of community service programs.
- Developed Self-Sufficiency programs for Section 8 and Public Housing communities.
- Established educational centers and programs in four public housing communities

William G. Keefer
405 Ludlow Street, Portland, ME 04102

[REDACTED]
[REDACTED]

**Association Manager: United Property Associates
(Virginia Beach, VA)**

- Managed a diverse portfolio of real estate throughout southeast Virginia
- Developed, prepared and managed annual budgets
- Monitored contractor performance to insure quality of service, budgetary compliance and cost containment
- Responsible for oversight, development and training of five board of directors and committees
- Maintained effective communications with developers, contractors, and municipal agencies and residents. Negotiated solutions and resolved conflicts
- Maintained records and prepared monthly financial and activity reports

**Divisional Coordinator of Housing: Community Alternatives Management Group
(Virginia Beach, VA)**

- Coordinated operations of residential homes serving disabled and homeless adults to include eligibility, selection, occupancy and building maintenance.
- Planned, budgeted and scheduled long-term capital improvements. Assured quality of work that repaired, maintained and improved property values.
- Assisted in grant development that increased property acquisitions.
- Monitor performance, prepared reports and insured compliance with Housing and Urban Development policies and regulations.
- Maintained effective communications with contractors, owners and residents.
- Developed preventative maintenance and monthly inspection programs.
- Supervised and evaluated staff and sub-contractor performance.
- Prepared and monitored budget; reduced expenditures by 12%

**Manager of Resident Initiatives: Portland Housing Authority
(Portland, ME)**

- Planned, implemented and managed community development programs for family and elderly neighborhoods utilizing resources from business, education and the community.
- Identified community needs, analyzed data; developed policies and procedures.
- Developed and enhanced programs and partnerships with University and Public education institutions, business, police and community agencies.
- Ensured staff and community participation in the development, implementation and evaluation of community service programs.
- Developed Self-Sufficiency programs for Section 8 and Public Housing communities.
- Established educational centers and programs in four public housing communities

Antwane Mills

City of Portland | Generated 6/26/2023 @ 10:22 am by OnBoard2 - Powered by ClerkBase

Status

Name Antwane Mills
Application Date 5/29/2023
Expiration Date 5/29/2024
Status 

Board

Rent Board

Vacancies

3

Status



Basic Information

Name
Antwane Mills

Contact Information

Address
28 Ashley Lane
Portland, ME 04103

Email



Cell Phone



Additional Information

Notes
N/A

Generated 6/26/2023 @ 10:22 am

Antwane Mills
28 Ashley Lane
Portland, ME 04103



Education:

09/14-05/20 **University of Southern Maine**

Portland, ME

School of Social Work, B.S.W(May 2020)

Psychology(Minor)

School of Social Work, M.S.W(May 2025)

01/12-02/14 **Southern Maine Community College**

South Portland, ME

Liberal Studies, A.A. (May 2014)

Certificates:

MHRT/C Certificate (Mental Health Rehabilitation Tech/Community)

Experience:

11/15-04/23 Preble Street

Portland, ME

Caseworker (Community Case Mgmt Services)

- Support clients in achieving service plan goals/safe housing
- Outreach, engagement, crisis intervention
- Develop, implement, assess, and update client driven support plans

02/19-12/21 Maine EPM LLC, Tuscan Table

S. Portland, ME

Asst. Restaurant Manager

- Oversaw all FOH functions and FOH staff
- Bar menu planning/liquor ordering
- Cost control

09/20-11/20 Lisa for Maine

ME

Dep. Field Director

- Execute field strategy for former U.S. Senate candidate to hit weekly and overall campaign benchmarks
- Recruited, trained, and developed volunteer teams
- Grassroots network expansion

09/18-12/18 Maine Democratic Party

ME

Field Representative

- Expanded volunteer base of gubernatorial candidate
- Provided voter education/implemented GOTV strategy
- Provided field support for statewide grassroots campaign

03/18-09/18 EqualityMaine

Portland, ME

Field Organizer

- Developed and implemented statewide fundraising campaigns consisting of a staff of 15 fundraisers under direct management
- Responsible for developing fundraising and informational materials
- Sustained and expanded statewide volunteer base
- Grant writing contributor

05/17-08/17

Dept. Canvass Director

- Responsible for developing training materials used for statewide fundraising campaigns
- Developed fundraising strategies and informational materials
- Managed statewide fundraising program with a staff of 10 under direct management

09/16-11/16 Maine AllCare

Falmouth, ME

Field Coordinator

- Expanded statewide base of Universal Healthcare supporters and volunteers
- Designed and implemented statewide actions

09/16-11/16 Mainers for Responsible Gun Ownership Falmouth, ME

Team Lead

- Assisted in training statewide grassroots education teams
- Responsible for leading strategy meetings and setting team goals

10/15-01/16 Maine People's Alliance Portland, ME

Field Organizer

- Contributed to statewide educational campaigns seeking minimum wage increase legislation
- Provided education and assisted with public awareness on Maine's In Home Healthcare for Seniors and Universal Health Care initiatives

Volunteer Experience:

2018-2022 Portland Caldwell Girls Youth Basketball League

- Teach children the fundamentals of playing basketball
- Provide a fun environment that will help children grow emotionally, socially, and psychologically

2018 Frannie Peabody Center

- Fundraising outreach and engagement
- Raised capital for Frannie Peabody 5k Fundraiser

Originally from Boston Massachusetts, I have lived and worked in Maine for the past 20 years. I completed my Associates Degree at Southern Maine Community College before moving on to attend the University of Southern Maine where I obtained my B.S.W. While attending U.S.M. I served as a peer group leader for the campus' Recovery Oriented Campus Center assisting students with Substance Use Disorder. I was the 2018 recipient of the University of Southern Maines' "Contribution to Campus Diversity" award and will be returning to U.S.M in the Fall of 2023 to obtain my Masters of Social Work degree.

Throughout my time in Maine I have worked in a wide variety of sectors. Not only am I a former Assistant Manager for Tuscan Table/Tuscan Brick Oven Bistro, I have also worked for some of Maines' largest nonprofits including EqualityMaine, Preble Street, Maine Peoples' Alliance, Mainers for Gun Control, and Maine AllCare. I am passionate about social justice, community empowerment initiatives, peace, and youth empowerment.

Throughout my most recent employment with Preble Streets' Community Case Management Services team, I provided case management inclusive of sustainable housing efforts for almost two hundred individuals/families. I have experience working with diverse and marginalized populations. Being a former tenant who had to leave my rental unit due to an unaffordable rent increase, I understand that aspect of it as well.

I have two children, a 16 year old boy who resides in Massachusetts and attends Belmont Hill and a 10 year old girl who will be attending North Yarmouth Academy in the Fall of 2023.

In 2021 I founded Mainely Mentors; a nonprofit aimed at empowering and providing support services to marginalized male identifying youth in Maine. In my free time I enjoy the outdoors, coaching youth basketball, trying new foods, Civil War reenacting, traveling, and spending time with family/friends.

I have a passion for helping to ensure equity within systems and would love the opportunity to contribute to the subject matter of rent/rent legislation. Thank you for your consideration.

Ms. Patricia Jane Washburn

City of Portland | Generated 6/26/2023 @ 10:21 am by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Ms. Patricia Jane Washburn	Rent Board	3	Pending
Application Date	4/9/2023			
Expiration Date	4/9/2024			
Status	Received			

Basic Information

Name
Ms. Patricia Jane Washburn

Contact Information

Address
401 Cumberland Ave.
Apt. 510
Portland, ME 04101

Email
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 10:21 am

401 Cumberland Ave. #510
Portland, ME 04101
April 9, 2023

Ashley Rand
Appointments Committee Chair
c/o City Clerk
389 Congress St.
Portland, ME 04101

Greetings!

I write to express my interest in filling the open District 1 position on the Rent Board. My resume is attached.

I have been a Portland resident since 2008, active in a variety of local causes and organizations, and was elected to the Charter Commission in 2021. While serving in that role, I learned a great deal about city government and policing issues. I also made it my priority to seek and listen to input from the city's voters.

In addition to being a longtime renter in the city, I am a technology worker and a wheelchair user, which may contribute to the perspectives I am able to offer in this role. While I do not intend to run for public office again, I would like to continue to serve my city.

I would be happy to answer any questions at [REDACTED] Thank you for your consideration!

Sincerely,

Patricia Washburn

Patricia J. Washburn

401 Cumberland Ave. #510 . Portland, ME 04101
[REDACTED] . [REDACTED]

UX and cybersecurity communicator

Flexible, skillful writer/editor with expertise in instructional design, information security, software development, UX copy, and internal comms. Positive, capable team member; nuanced message manager; infinite learner.

Experience

Senior UX writer, DigiCert, November 2021-present. Create and update UX copy and documentation for major provider of digital trust products.

Projects include:

- Ownership and rewrite of team style guide
- Guides for customers migrating from other solutions
- Documenting new and updated features on multiple products
- Onboarding and supporting new team members
- Compliance documentation
- Served on core team for content management migration
- Building and sustaining positive relationships with diverse global team

UX writer, Aetna Medicare, March-November 2021. Created, edited, and proofread microcopy to inform Americans over 65 about health plans in highly regulated market during annual enrollment period.

IT writer, Northeastern University, July 2020-February 2021. Crafted technology communications for major university while campus reopened under COVID-19 precautions. Projects include technology sites for faculty, staff and students, revamping security site, UX copy for Connect to Tech and Student Hub.

Governance and compliance writer, Hilco Global, part-time May 2020-present. Wrote complete set of cybersecurity policies; managed phishing testing and training, and helped implement and communicate security initiatives.

Technical communicator, JLL, June 2015-May 2020. Software documentation and security GRC (governance, risk, and compliance) for Fortune 500 company with 82,000 employees. Projects included:

- Managing ISO 27001-certified security awareness communications (email, SharePoint, news articles, posters, social media posts) including documentation and audit compliance.
- Managed phishing campaigns including choosing tests, gaining approvals, writing education, and reporting and analyzing results.

- Delivered targeted security training to small teams. Improved one client team's phishing test failure rate from 62% to zero.
- Planned and communicated corporate cybersecurity awareness program.
- Created instructional designs and documentation, including live webinars.
- Updated and wrote support knowledge articles.

Project manager, SitePen, 2014-2015. Managed internal and external initiatives for software development company, including organization's first online workshops.

Technical program manager, WordRake, 2012-2014. Web development and customer-facing initiatives for maker of writing software.

- Produced and distributed marketing emails, blogs, social media posts.
- Developed systems for customer support.
- Documented processes and systems.

Senior technical writer, Demandware, 2012-2014. Documentation and project management for international provider of e-commerce services.

Senior technical writer, Maine Department of Human Services, 2010-2012. Wrote and edited training and requirements documents; upgraded WIC Web site.

Certifications

ISC² Certified Information Systems Security Professional (CISSP), 2022.
CompTIA Certified Security Analyst (CySA+), 2021.
CompTIA Security+, 2019.

Skills

- *Security*: Wireshark, Nessus, nmap, Kali Linux, Metasploit
- *Coding*: HTML5, CSS, PHP, Java, JavaScript, jQuery, TypeScript, Markdown
- *Environments*: Dreamweaver, Office, Eclipse, Visual Studio, WebStorm, Subversion, STS, xCode, GitHub
- *Methodologies*: Agile Scrum
- *Graphics*: Photoshop, Illustrator, InDesign, Acrobat, Figma, Axure
- *Platforms*: ProcessWire, WordPress, Drupal, MediaWiki, Joomla, Confluence, Jira, ModX, SharePoint, Microsoft Dynamics, Paligo

Education

Continuing education includes: Security Operations Center Core Skills, Technical Communication Management.

M.S. in IT/cybersecurity, December 2017, University of Southern New Hampshire. GPA 3.94. Relevant coursework includes Human Factors in Cybersecurity, Information Assurance, Cyberlaw and Ethics, Network Defense.

Graduate work in computer science, University of Southern Maine.

B.S. in journalism, summa cum laude, Boston University.

Personal

- Education Committee, Society for Technical Communication.

- Freelance writer, Tradeline, covering large scientific building projects.
- Ministry Leadership Team, First Parish Church, Portland, Maine.
- Author, *Self-Care for Cats* (Adams Media, 2019).
- Board member, Disability Voters of Maine.

ELLIOTT SIMPSON

Portland, ME ♦ [REDACTED] ♦ [REDACTED]

WORK EXPERIENCE

BerryDunn

Senior Consultant

Consultant

Consultant Intern

Portland, ME

June 2021 to Present

June 2018 to June 2021

May 2017 to May 2018

- Created compliance briefings and a report for presentation to state legislators, which they used to inform policy decisions during the legislative session.
- Audited six State Based Health Insurance Exchanges' compliance with the Affordable Care Act and relevant state laws.
- Managed projects from initiation to completion to ensure objectives are met.
- Performed financial analysis of a heavily regulated industry's businesses to provide insight to a state government of the financial impact of specific regulations.
- Assessed contracts to identify and value the financial impacts of contract provisions in support of litigation.
- Created internal process documents for a large state government agency to improve efficiencies in their internal accounting that enabled compliance with legally required financial reporting requirements.
- Led the review of a state court system's new software system and the associated internal processes, which resulted in the writing of findings and recommendations for meeting best practices.
- Analyzed a large municipal government's program practices against municipal code, and federal law to assess compliance and recommended enhancements to the city attorney and mayor's office.
- Performed deep review of a municipal government agency's practices and identified and made improvement recommendations on two areas of noncompliance with federal regulations.
- Performed a forensic analysis of transactions to evaluate the adherence to contract terms.

The Maine Campus Newspaper

Business Manager

Marketing Director and Assistant Business Manager

Orono, ME

May 2016 to May 2018

August 2015 to April 2016

- Directed a new advertising strategy that increased advertising revenues by 32% from FY2016 to FY2017.
- Increased F1 visa student employment at the newspaper by outreach and clear communication of permissible work arrangements.
- Created payroll budget and managed staff and contributor pay.
- Increased pay for students by offsetting nearly 40% of overall payroll expenses with allowable federal work study funds.
- Managed finances with specificity that provided the organization with a surplus that allowed for the purchase of new equipment that moved the organization toward an all-digital publication.
- Managed and intervened on sometimes contentious relationships between approximately 30 student journalists and university administrators.
- Led a rebranding that included a new website, color scheme, and logos that better aligned with digital media norms.

Shaw & Tenney**Orono, ME***Business Accounting Intern**May 2015 to May 2017*

- Implemented an inventory cost system with QuickBooks to accurately track the cost and stock levels of existing inventory.
- Created financial reports, including accounts receivable aging, and accounts payable.
- Used QuickBooks to complete payroll for 14 employees and maintained detailed records.

LEADERSHIP EXPERIENCE**City of Portland, Maine, Rent Board****Portland, ME***Member of the Rent Board**March 2021 to April 2022**Chairman of the Rent Board**May 2022 to present*

- Led public meetings and set the agenda for the board.
- Led evidentiary hearings and maintain order during proceedings that contain multiple parties
- Collaborated with a fellow board member to draft the governing rules for the Rent Board.
- Performed financial analysis of rent increase requests and assessed their compliance with city ordinance in public meetings.

Mitchell Institute, Alumni Council**Portland, ME***Member of the Alumni Council**March 2019 to Present**Vice President of the Alumni Council**March 2022 to Present*

- Coordinate events for college scholarship recipients and mentor current college students to help them find fulfilling careers after college.
- Communicate with donors and represent the Mitchell Institute at events as needed to further communicate the mission of the Institute and develop strategic partnerships.
- Work with the President to guide the Council and create a multi-year plan.

SKILLS

- | | |
|--|-------------------------------------|
| • Compliance auditing | • Financial Analysis |
| • Performance auditing | • Forensic accounting |
| • Creative problem solving | • Project Management |
| • Business process improvement and mapping | • Internal financial process review |
| • Data Analysis | • Microsoft Excel (Advanced) |

EDUCATION**University of Maine****Orono, ME***B.S. in Business Administration, Accounting and Finance**September 2014 to May 2018*

James Dillon III



Dear City of Portland Rent Board,

Your need for a new Rent Board members finds me at an unique time: I've recently moved back to Portland proper and am reacquainting myself with its various and complex intersecting communities and subcultures in the most fascinating ways.

Being on this board would be the perfect marriage of three things that are very important to me: transparent governance, addressing housing issues in our city, and building community here in Portland.

I currently work at Spurwink Adult Behavioral Health as a Peer Recovery Coach on their Opioid Health Home Team. I also own and operate a small photography and video production business The Third and Only Photography. Additionally, I act as the in-house photographer and Media Coordinator for the restaurant Petite Jacqueline and Volunteer at the Portland Recovery Community Center and the Equality Community Center.

While serving with The U.S. Peace Corps in The Gambia, I held the position of Communications Officer for our post's Gender and Development Committee, which strives to educate volunteers and host country nationals alike to acknowledge gender imbalances that exist and empower them to work towards fostering a greater degree of equality in the communities in which we served. Additionally, I served as a member of Peace Corps The Gambia's inaugural Media Team, a group of volunteers dedicated to creating and sharing quality content highlighting Gambian culture and the work Peace Corps volunteers and their community counterparts are doing across the country. Before closing my service, I worked closely with some fellow founding members to plan and execute a Media In-Service Training for the next cohort of volunteers.

I think the Rent Board needs members who are able to connect with and consider the multitudes of subcultures that coexist in our city. I am confident my wealth of life experiences, educational background, work history, and artistic endeavors has equipped me with the skills, perspective, and cultural competencies to do this.

A huge part of my heart belongs to this city and those who live here. I would be thrilled to bring my skills, my experiences, and my passion to the Rent Board.

Thank you so much for your consideration.

Sincerely,

James Dillon III

James Dillon III

Photographer, Writer, & Peer Recovery Coach

655 Congress Street
Apt 819
Portland, Maine,
04101

WORK EXPERIENCE

Spurwink, Portland, ME — *Peer Recovery Coach*

September 2022 - PRESENT

Petite Jacqueline, Portland, ME — *Media Coordinator*

July 2021 - PRESENT

The Third and Only Photography, Portland, ME — *Owner*

March 2020 - PRESENT

U.S. Peace Corps, Gambia, West Africa — *Agriculture/Community Development Volunteer*

October 2017 - June 2019

EDUCATION

St. Michael's College, Colchester, VT — *Bachelor's Degree in Media Studies, Journalism, and Digital Art with a minor in History*

August 2007 - May 2011

Winslow High School, Winslow, ME — *High School Diploma*

August 2003 - June 2007

PROJECTS

The Third and Only Photography —

Thethirdandonlyphotography.com

Queercovery —

[Instagram.com/queercovery](https://www.instagram.com/queercovery)

Ethan Guy

City of Portland | Generated 6/26/2023 @ 10:23 am by OnBoard2 - Powered by ClerkBase

Status

Name Ethan Guy
Application Date 6/14/2023
Expiration Date 6/14/2024
Status Received

Board

Rental Housing Advisory Committee

Vacancies

4

Status

Pending

Basic Information

Name
Ethan Guy

Contact Information

Address
63 Belfield Street
Portland, ME 04103

Email
[REDACTED]

Phone
[REDACTED]

Cell Phone
[REDACTED]

Additional Information

Notes

Generated 6/26/2023 @ 10:23 am

Ethan B. Guy

63 Belfield St Portland, ME 04103

Phone (207) 625-1232

Email: ethan.guy@cityofportland.org

June 14, 2023

City of Portland Rental Housing Advisory Committee,

I moved to Portland due to the kindness and warmth of this community and being able to contribute to our City's growth would be an incredible opportunity and why I am enthusiastically applying to the Rental Housing Advisory Committee. Over my career, I have worked to bridge the gap between rigorous academic research and the implementation of pragmatic policy solutions with local and regional governments in the San Francisco Bay Area. Working in both the public and private sector, I have managed successful projects and designed innovative policies to address my community's needs. My efforts have focused on community engagement, balancing public and private interests, and leveraging data-driven analysis aimed at establishing the political and financial support necessary to implement sustainable affordable housing and resilience programs.

Even the most complicated and nuanced policy analysis and program requirements need to be presented with a clear and understandable narrative to drive progress. I have extensive experience conducting and translating these complex analyses and requirements into a digestible format that can be presented to community members, elected officials, developers, and other non-technical stakeholders and encourage them to take action.

In my current role as Direct of Government Investments with the Local Initiatives Support Corporation (LISC), I oversee LISC's training and technical assistance programs through the US Department of Housing and Urban Development (HUD). As part of these programs, I am responsible for working with local governments, tribes, and housing authorities nationwide and providing necessary assistance and guidance on housing and community development issues. These work includes support of housing development and rehabilitation, affordable housing financing, and community and economic development strategies.

As Principal Analyst for the Community Development Department at the City of San Rafael, I led the City's efforts to develop affordable housing in one of the most expensive places to live in the United States. My responsibilities included everything from negotiating affordable housing in-lieu payments to streamlining planning and building permitting processes to eliminate barriers to housing development. This work required me to be skilled in interacting with a broad coalition of community partners and making the necessary adjustments in my messaging to ensure they felt connected and brought into our strategic initiatives.

As Interim Chief Resilience Officer for the City of Oakland, I oversaw the implementation of the City's resiliency action plan, *Resilient Oakland*, a set of strategies developed to help break down government silos and tackle systemic and structural challenges. While with the City of Oakland, my work also included drafting and helping implement the Mayor's Housing Cabinet recommendations – outlined in the report *Oakland At Home* – to preserve affordability in 17,000 households and build 17,000 new homes over eight years. Over these eight years, these policies will leverage roughly \$815 million in foundation, private, federal, state, and regional funding sources. My work on this strategy included facilitating and providing analytical support for working groups and cabinet meetings as we decided on the housing policies to include within the strategy.

Prior to my time with the City of Oakland, I worked with the City of San Francisco on analyzing the cost-effectiveness of subsidies and potential tenant-level outcomes for Permanent Supportive Housing. Additionally, I developed a financial analysis tool to assist department staff in financial underwriting of permanent supportive housing operating expenses. My background also includes managing energy efficiency projects. As an Environmental Defense Fund Climate Corps Fellow, I solidified energy efficiency cost and savings projections for financial underwriting of \$7 million worth of energy efficiency retrofits in 17 affordable housing properties. As an energy efficiency consultant, I authored a Codes and Standards Enhancement (CASE) report recommending more stringent efficiency requirements for the California Energy Commission's Title 20 Building Standards.

I look forward to discussing this opportunity and my background. I am confident my deep understanding of housing and economic development policies and my dedication to local governance will enable me to make a valuable contribution to the Rental Housing Advisory Committee.

Thank you for your time and consideration.

Ethan

Ethan B. Guy

63 Belfield St. Portland, ME 04103

Phone: [REDACTED]

Email: [REDACTED]

EDUCATION

Master of Public Policy

May 2015

Goldman School of Public Policy, University of California- Berkeley, Berkeley, CA

- *Relevant Coursework:* Benefit-Cost Analysis, Microeconomic Organization & Theory, Quantitative Methods, Public Sector Economics, Local & Regional Governance, Transportation & Land Use Planning, and Land Development & Investment
- Winner of the 2014 Marykathryn Kubat Award for Graduate Student Research from the American Association for Budget and Program Analysis
- Co-authored the peer-reviewed article An Analysis of Proactive Rental Inspection Policies in California published in PolicyMatters Journal
- Authored peer-reviewed article Rethinking Regional Housing Planning: Inefficiencies in the California Housing Allocation Process published in the Southern California Policy Review

Bachelor of Arts, International Relations

May 2009

Michigan State University (MSU), James Madison College, East Lansing, MI

- Specialization in Science, Technology, Environment and Public Policy.
- Alumni, MSU Evans Scholars' Chapter

RELEVANT WORK EXPERIENCE

Local Initiatives Support Corporation (LISC)

January 2022- present

Director- Government Investments, Remote

- Lead Technical Assistance Teams Under Distressed Cities Technical Assistance Program Teams. provide assistance in the areas of capacity improvement and program and partnership development to help cities meet their housing and economic development needs.

Research Improving People's Lives

January 2021- January 2022

Principal Project Manager, Remote

- Lead the strategic policy development, stakeholder engagement, contract management and implementation of the Data for Opportunity in Occupation Reskilling Solution (DOORS) in participating states. DOORS utilizes Artificial Intelligence/Machine Learning algorithms powered by state administrative data to provide reskilling recommendations and supportive services for jobseekers impacted by the COVID-19 pandemic.

City of San Rafael- Community Development Department

October 2018- January 2021

Principal Analyst, San Rafael, CA

- Principal Analyst for the Community Development Department, responsible for departmental budget & contracts management and civic engagement & innovation focusing on streamlining government services and processes.
- Oversaw citywide housing policy development and implementation.
- Managed citywide housing financing efforts through the City's affordable housing trust fund and state and federal funding program including leading negotiations for real estate development and financing agreements.

Street Level Advisors

January 2018- September 2018

Senior Manager, Oakland, CA

- Established the implementation strategy of the Affordable Housing Requirement program for the City and County of Honolulu, including the development of a Data Management framework and streamlined internal process flows.
- Analyzed the potential housing and community development impacts of the Los Angeles River Revitalization plan, as part of a consulting team led by Gehry Partners and Geosyntec.
- Developed the program design of Alameda County's \$50 million Down Payment Assistance Loan Program.

City of Oakland- City Administrator's Office

May 2015- January 2018

Interim Chief Resilience Officer

September 2017- January 2018

Deputy Chief Resilience Officer

August 2016- September 2017

Program Analyst III

May 2015-August 2016

- Led the implementation of Resilient Oakland, a set of policy initiatives addressing access to housing and jobs, community safety, reliable public infrastructure, and the effects of climate change.
- Product manager for the Rent Adjustment Program (RAP) Online Petitioning System and informational website, a web-based mobile friendly service that allows tenants and property owners to file RAP petitions online. Services were developed using a human centered design approach and extensive inter-departmental planning and community outreach.
- Assisted with the implementation of the Mayor's Housing Cabinet recommendations—outlined in the report Oakland At Home—to preserve affordability in 17,000 households and build 17,000 new homes over 8-years through the leveraging of roughly \$815 million in foundation, private, federal, state, and regional funding sources.

Ethan B. Guy

63 Belfield St. Portland, ME 04103

Phone: [REDACTED]

Email: [REDACTED]

City of San Francisco- Mayor's Office of Housing & Community Development

January 2015- May 2015

Advanced Policy Analysis Consultant, San Francisco, CA

- Provided program design recommendations for the City of San Francisco's Local Operating Subsidy Program (LOSP), a \$9.5 million annual operating subsidy program providing nearly 1,500 service-enriched, permanent housing units for chronically homeless individuals, seniors, and families.
- Developed a financial analysis tool to assist department staff in financial underwriting of permanent supportive housing operating expenses.

Hispanic Housing Development Corporation (HHDC)

May 2014- September 2014

Environmental Defense Fund (EDF) Climate Corps Graduate Student Fellow, Chicago, IL

- Verified energy efficiency cost and savings projections for financial underwriting of \$7 million worth of energy efficiency retrofits in affordable housing properties within the HHDC portfolio.
- Evaluated and provided recommendations for program continuation for the Chicago Neighborhood Energy Challenge, (CNEC) an energy efficiency focused behavior change campaign put on by HHDC, the City of Chicago, the Delta Institute, Enterprise Community Partners and the University of Chicago.

United States Department of Housing & Urban Development (HUD)

January 2014- May 2014

Policy Analyst- Berkeley, CA

- Analyzed the feasibility of resident service provision in multifamily affordable housing developments as part of a group policy analysis for HUD. Analysis included: an outline of barriers to resident service provision, a presentation of the best working models, value per dollar projections of impact and feasibility constraints to providing resident services to families living in affordable housing developments.

Energy Solutions- Oakland, CA

March 2011- August 2013

Project Manager July 2012- August 2013

Associate March 2011-July 2012

Participated in the following projects:

- PG&E Automated Demand Response Program- Provided incentives and technical assistance for customers investing in energy management controls that also enable demand response (DR).
- California Title 20 CASE Team- Authored report to California Energy Commission on cost-effectiveness of proposed efficiency upgrades to state lavatory and lavatory faucet accessory standard. Enacted via Executive Order B-29-15 on April 1st, 2015.
- Cool Roof Rating Council (CRRC)- Oversaw ISO/IEC Guide 65 Accreditation for CRRC ENERGY STAR® Certification Body, Evaluation Services-CRRC (ES-CRRC) and Directed annual quality assurance testing of approximately 200 products within the CRRC Random Testing and ES-CRRC Verification Testing Programs.
- Energy Technology Assistance Program (ETAP)- Served as agency lead for lighting and HVAC energy efficiency retrofits for public agencies, as part of a multi-million dollar ARRA funded initiative with the California Energy Commission.

Relevant Skills: Microsoft Office (expert), Stata (proficient), Tableau & Microsoft PowerBI (proficient), Python (basic), GIS (basic)

KATE SNYDER (MAYOR)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
REGINA L. PHILLIPS (3)
ANDREW ZARRO (4)
MARK DION (5)

**ORDER APPROVING TRANSFER OF FUNDS
UNDER
15 M.R.S. §§ 5824(3) and 5826(6)
RE: RAYMOND WHITTINGTON**

ORDERED, that the City Council hereby approves the transfer of \$16,696.00 and One .45 cal Springfield XD handgun in the case of State of Maine vs. Raymond Whittington from the State of Maine to the City of Portland, pursuant to 15 M.R.S. § 5824(3) and § 5826(6) and as provided in the attached “Approval of Transfer.”

STATE OF MAINE
Cumberland, SS

UNIFIED CRIMINAL DOCKET
Criminal Action
Docket No. CR-22-1369

State of Maine

v.

Raymond Whittington
Defendant;

And

\$16,696.00 U.S. CURRENCY
Defendant In Rem #1

One .45 cal Springfield XD handgun
Serial Number X5649027
Defendant In Rem #2

}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}
}

City of Portland
Approval of Transfer
15 M.R.S. §5824(3)
and §5826(6)

NOW COMES the City of Portland, Maine, by and through its legislative body, the City Council, and does hereby grant approval pursuant to Section 5824(3) and Section 5826(6) of Title 15 of the Maine Revised Statutes, to the transfer of any portion of the above captioned Defendants *In Rem*, namely \$16,696.00 U.S. Currency and one .45 cal Springfield XD handgun, on grounds that the City of Portland Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Portland City Council does hereby approve of the transfer of the Defendant In Rem, namely \$16,696.00 U.S. Currency and One .45 cal Springfield XD handgun, to the City of Portland, Maine pursuant to 15 M.R.S. §5824(3) and §5826(6) on July 17, 2023.

Dated: _____

Mayor
(Impress Legislative Body Seal Here)

AARON M. FREY
ATTORNEY GENERAL



STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26
PORTLAND, MAINE 04103
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

June 13, 2023

Heath Gorham, Interim Chief
Portland Police Department
109 Middle Street
Portland, ME 04101

RE: State of Maine v. Raymond Whittington
Cumberland County Unified Criminal Court Doc. No. CR-22-1369
Criminal Forfeiture
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Gorham:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency, County or Municipality based upon the "substantial contribution" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned**

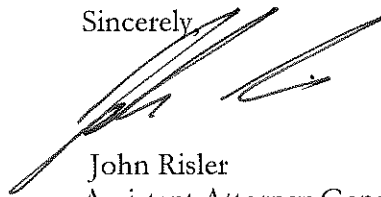
that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Risler', with a long horizontal flourish extending to the right.

John Risler
Assistant Attorney General

JR/cam
Enclosure

MEMORANDUM
City Council Agenda Item

FROM: Rusty Groh
DATE: June 29, 2023
SUBJECT: Order 4-23/24 Declaring July 29, 2023 the 21st Annual Greater Portland Festival of Nations - Sponsored by Danielle P. West, City Manager
SPONSOR: Danielle P West, City Manager
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 7/17/2023

Final Action 7/17/2023

Can action be taken at a later date: No Event organizer needs approval for planning purposes.

Does this item involve a new contract with the City: No

PRESENTATION: Event Organizers and Andrew Downs, Director of Public Assembly Facilities will be available to answer any questions.

I. SUMMARY

This order declares July 29, 2023 the Festival of Nations.

II. AGENDA DESCRIPTION

The Festival, organized by Women In Need Industries and Mugadi Foundation, and co-sponsored by the City of Portland, showcases Maine's ethnic diversity. The festival features music, food, cultural exhibits, children's activities, and folk art from many nations around the world. Admission is free. Refreshments, crafts, artwork and other items will be for sale. The festival is held rain or shine.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

III. BACKGROUND

With the exception of the suspension during the COVID 19 pandemic, this festival has taken place annually in Deering Oaks Park for over 20 years.

For the festival held on Saturday, the Farmers Market in Deering Oaks Park will move their set up to Bowling Green Lane (festival day only), so that setup for Festival of Nations can take place at the bandstand and along Farmers Market Road.

In order to safely hold the festival and to assist in setup, the main roadway into Deering Oaks Park needs to be managed by City of Portland PAF staff.

The festival zone for this event includes: Deering Oaks Park - to include the bandstand and grass areas surrounding the bandstand, the Ravine Water Play area, the Bowling Green Grass area, and park roadways: Tennis Court Rd, Jenny Lane and Farmers Market Rd.

The festival area (north side of the pond) will be closed to street vendors pursuant to section 19-17 of the Portland City Code and is reserved for the use of the organizer and Mugadi Foundation for the purpose of conducting the Festival, subject to the direction and control of the City Manager.

Vehicles in violation of the "No Parking" signs in the festival zone shall be towed at the owner's expense.

The City Manager is authorized to issue a revocable permit under Section 25-27 of the Municipal Code to the organizers of the Festival of Nations for the use of the above described area for said festival, subject to the following conditions:

In kind services / waiver of fees from the City of Portland include:

Public Assembly Facilities Division: permit fees for use of grounds, banners fees, "No Parking" sign fees, barricade delivery and single concert license;

Public Works: removal of trash;

Business Licensing: licensing fees for vending and food service;

No police, Parking Control or EMS assistance should be necessary unless the Police Department deems coverage is necessary due to attendance, traffic concerns, etc. In that case, those fees would need to be paid by the organizer;

Conditions for use of grounds, specified in a permit issued from Public Assembly Facilities Division shall be adhered to, and organizers shall leave on file a security deposit for use of the park;

Festival of Nations / Women in Need Industries / Mugadi Foundation shall have sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Festival of Nations; and

Under no circumstances may alcoholic beverages be sold or consumed on the streets or public property of said area during the festival.

The City Manager is authorized to waive any fees and issue such other temporary licenses and temporary permits, including licenses for food service establishments and permits for sales of non food related items as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said event.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The City Council will declare the Festival of Nations on Saturday July 29th 2023 as a festival.

V. FINANCIAL IMPACT

All expenses (aside from those explicitly waived) for City staff, permits and equipment usage will be paid by the organizer.

VI. STAFF ANALYSIS AND BACKGROUND

The Public Assembly Facilities Division has worked with the organizers of this event in the past and we are confident in their ability to host this event.

VII. RECOMMENDATION

It is recommended that this order be approved.

VIII. LIST ATTACHMENTS

1. Festival of Nations 2023 7.17.2023
2. FON 2023 Application
3. FON EL

Prepared by:

Rusty Groh

Date: 06/29/2023

KATE SNYDER (MAYOR)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
REGINA L. PHILLIPS (3)
ANDREW ZARRO (4)
MARK DION (5)

**ORDER DECLARING JULY 29, 2023
THE 21ST ANNUAL GREATER PORTLAND
FESTIVAL OF NATIONS**

ORDERED, that July 29, 2023, is hereby declared the 21st Annual Greater Portland Festival of Nations, sponsored by Women in Need Industries (WINI), Inc; and

BE IT FURTHER ORDERED, that the 21st Annual Greater Portland Festival of Nations area shall include the Bandstand and Farmers Market Road inside Deering Oaks Park, the Ravine Water Play Area, the Bowling Green grass area and park roadways including Tennis Court Road and Jenny Lane; and

BE IT FURTHER ORDERED, that main road into Deering Oaks Park will be closed to traffic from 9:00 a.m. to 9:00 p.m. on July 29, 2023; and

BE IT FURTHER ORDERED, that vehicles in violation of the “no parking” signs in the Festival Area (interior roadways) shall be towed at owner’s expense; and

BE IT FURTHER ORDERED, that the 21st Annual Greater Portland Festival of Nations area shall be closed to licensed street vendors as provided in §19-17 of the City Code; and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit to Women in Need Industries (WINI), Inc under §25-27 of the City Code to conduct said Festival, subject to the direction and control of the City Manager and to the following specific conditions:

1. Women in Need Industries (WINI), Inc shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival and/or use of City streets and property for said Festival, and shall procure and maintain public liability insurance in the minimum amount of \$400,000 per occurrence for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder. Women in Need

Industries (WINI), Inc shall provide the City with a certificate showing evidence of such insurance and showing the City as an additional insured on said insurance;

2. No alcoholic beverages may be sold on the streets or public property during the Festival within the Festival area;
3. The following fees and expenses shall be waived by the City and in-kind contributions shall be made by the City to the Festival:

Public Assembly Facilities Division permit fees for use of grounds, banner fees, “No Parking” sign fees, barricade delivery and single concert license; Public Works Department trash barrels and removal of trash; Business Licensing licensing fees; and

4. No Police, Parking Control, or Emergency Medical Services assistance should be necessary unless the Police Department deems coverage is required due to attendance, traffic concerns, etc., in which case, those fees would need to be paid by Women in Need Industries (WINI), Inc;
5. Conditions for use of grounds and requirements for food service, vending sales, and other items specified in a permit issued from the Public Assembly Facilities Division Office shall be adhered to, and the Organizers shall leave on file security deposits for the use of the park;
6. Women in Need Industries (WINI), Inc shall have sole authority over participating vendors at the festival and may charge a fee to vendors for the opportunity to vend at the 21st Annual Greater Portland Festival of Nations; and
7. Public Assembly Facilities Division concert license conditions shall be complied with and any and all amplified music and public announcements shall be maintained at a reasonable noise level (under A-weighted 85 decibels / C-weighted 95 decibels) and be configured by the event organizer to focus volume away from residential housing and neighboring business, limiting any impact in the area by the sound level; and

BE IT FURTHER ORDERED, that the City Manager is authorized to waive fees and to issue such other temporary licenses, including licenses for food service establishments, as may be required by the City Code, provided that all other applicable Code requirements for the operation of the Festival have been met.

CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (5 pages)
 212 Canco Rd. • Suite A • Portland • ME • 04103 • (207) 808-5400 x0
clare@portlandmaine.gov



APPLICATION FEE \$25.00
PAYMENT MUST BE MADE WHEN SUBMITTING APPLICATION

(This is a transferrable/non-refundable fee. If your event is permitted, the \$25.00 will be credited toward your permit fee.)

For uses of city property, there are typically: 1) fees charged for use of the area, 2) a security deposit required, and 3) insurance required.

There may be fees due and applications required from other City Departments.

TODAY'S DATE	March 6, 2023	ORGANIZATION NAME	Women in Need Inc., ESM Global Productions, LLC		
ADDRESS (Street/City/State/Zip)	10 A Gleckler Rd., Portland, Maine 04103				
CONTACT NAME(S)	Shalom Odokara Sue Searle		TITLE(S)	Coordinator Co-Coordinator	
PHONE	207-420-1277	PHONE	207-536-0800	PHONE	207-712-7712
EMAIL	womini@aol.com	EMAIL		EMAIL	

PARK AREA / PUBLIC SPACE REQUESTED	Deering Oaks Park		
EVENT DAY(S) & DATE(S)	July 29, 2023	RAIN DAY(S) & DATE(S) (50% added fee)	None
OVERALL EVENT START & END TIME (When setup will begin until cleanup is expected to be complete.)	July 29, 2023	EVENT START & END TIME	8a m to 8pm

EVENT NAME	EXPECTED ATTENDANCE
21st Annual Greater Portland Festival of Nations	Approximately 1,500
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe EVENT in detail . Please include a detailed MAP of the proposed EVENT AREA, proposed ROUTE (road race) &/or proposed STREET CLOSURE (parade, march, rally, etc.), as these will need to be approved by City Departments. Please provide a link(s) to social media site(s) being used to publicize the event.	

Women In Need, Industries is proud to present the 21st Annual Greater Portland Festival of Nations. Event will be held on Saturday, July 29, 2023. The Festival is a day of music, dance and other performing arts, representing cultural traditions from across America and the world. This event will showcase Maine's ethnic diversity, perpetuate traditions, encourage ethnic understanding, and promote unity. The Festival engenders community cohesion from its volunteers and by attracting thousands of festival-goers each year. We are proud to ally the Festival's philosophy with the City of Portland's mission, vision and objectives.

The event will go before City Council – to be declared a festival.

Music + dance at the stage/bandstand area. Festival booths and canopies positioned on the grass areas and tarred areas. Many booths with food / refreshments available for sale. Clothing, arts & crafts, etc. available for sale.

The Ravine and grass area near the Ravine, will be used for the Children's Area.

10x10 Canopies will be set up on grass (one on right side of Farmers Market Road, another set up on side of Bandstand Driveway).

The main roadway through the park (Tennis Court Road) will be closed to traffic from approx. 8am – 7pm.

PA System set up on stage. Electricity is needed / lights to Bandstand Stage turned on. Water Spigot needs to be turned on.

Organizer may rent a couple of Porta-Restrooms for the park.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: <u>0</u>	
	FEE <u>0</u>	PLEDGES
IF YES FOR FEES, HOW MUCH?	FEE	\$0
	STUDENT FEE	\$0

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
N/A

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

		X- YES	X- NO	X- NOT SURE
*	Are you setting up a canopy(s) ? (10'x10' size or smaller) How many?	X		
*	Do you wish to set up a tent(s) and/or stage(s) ? A canopy/tent or stage larger than 10'x10' needs a Temporary Tent or Stage Permit issued by Building Inspections. For permit application, please go to: http://portlandmaine.gov/DocumentCenter/Home/View/2317 or contact the Permitting and Inspections Department at buildinginspections@portlandmaine.gov or 874-8703 for more information. PLEASE apply at least 2-weeks before your event. Tent/Stage Size(s): Exact Location(s) of Tent/Stage Placement Requested: *** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233. ***		X	
*	Will you be setting up tables and/or chairs ? How many tables: chairs:			

*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
*	Will there be refreshments at the event? Do you wish to sell food ? If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office. PLEASE provide them at least 2 weeks advance notice (874-8557). List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served A TFSL is needed when food vendors are not licensed or when food is being prepared and cooked at the event.	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, please apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice. List items you wish to sell:	X		
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music? Band? DJ? Boom Box? If so, your event may require a concert license. PAFD will advise upon review of your application. Amplified speech (i.e. Press Conference) does not require the license, however, a Sound Security Deposit may be required. There are time restrictions for amplified music/speech in Downtown Parks & Squares: limited to 11:45am – 1:15pm and 1 hour between 5pm - 8pm.	X		
*	Will your event require electricity ? Electricity is available at Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park, and Lincoln Park. A \$40 activation fee is required.	X		
*	Are you planning on bringing a Grill for a Barbecue ? Grilling is subject to weather conditions and possibly Fire Dept. review.	X		
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at the PAFD Office, 212 Canco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow/rent: Limited safety vests, cones & barricades may be borrowed/rented from PAFD Office. Traffic signs may be borrowed/rented from Public Works if needed (874-8493).	X		
*	Will your event require street closures ? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gfonton@gpmetro.com) to discuss.		X	
*	Will your event require Police assistance? An event such as a road race, march or parade in the street, would typically require police assistance. To reserve & hire an Officer(s) to be on site at your event, please call Sgt. Nevins (874-8554) or Police Shift Command (874-8855/8556) well in advance to arrange.		X	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it may be required.) To hire or inquire about hiring city Fire/EMS staff to be on site, please email fireprevention@portlandmaine.gov well in advance of the event. For general questions, you may also call 874-8400.		X	
*	Will your event require Parking Control assistance? To hire a Parking Control Officer(s) to be on site at your event, please call 874-8910 well in advance to arrange.		X	
Fees for Police, Fire/EMS or Parking Control Staff will be invoiced by those individual departments & should be paid to them directly.				
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated Septic.	X		
*	Do you wish to have a banner over the street to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to PAFD: 808-5400 x0.	X		

INSURANCE CERTIFICATE INFORMATION			
*	Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X	
If you answered YES, you shall procure and maintain occurrence-based Commercial General Liability and Product Liability Insurance, when required, in an amount not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement, for coverage only in those areas where government immunity has been expressly waived by 14 M.R.S. A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit and the insurance coverage shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the CITY under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. You shall also be responsible for any and all deductibles and/or self-insured retentions. Both the Certificate of Insurance and Additional Insured Endorsement shall be sent to clare@portlandmaine.gov and must state that the policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).			

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

EVENT REVIEW
The PAFD Office holds a monthly meeting where proposed events are discussed and reviewed by City Departments. For some events, organizers will be asked to present before the committee. Some potential factors may necessitate your event receive City Council approval.

ELECTRICITY
All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you not use electricity, unless all connections and equipment are covered and protected from the elements. If a generator is used, please take all necessary measures to ensure safe operation. Bring a fire extinguisher, set generator up away from activities (and combustibles), store fuel source away from the generator and keep children away from the generator.

BARBECUES - GAS GRILLS ONLY
Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by PAFD Office and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You are required to have a fire extinguisher with in the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES
Porta-Restrooms are required for large events and events where refreshments are being served. Some of Portland's parks already have portable restrooms from Associate Septic on site (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannaford's, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – Playground + Ravine, *East End Beach - Winter & Early Spring: Just EEB.) If over 150 people are expected to attend the event, a \$25 user fee is required (paid to PAFD). If extra units are rented by organizer, then no additional user fee is assessed. Porta-restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, organizer has the option of renting from Associated Septic / Royal Flush, or from other local companies.

TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. Do not use existing trash barrels or the metal liners inside. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT

recyclable). The area will be checked following your event; if park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

MARKING OF GROUNDS

Please DO NOT mark city property in any permanent way.
DO NOT use SPRAY PAINT or SPRAY CHALK. DO NOT STAPLE or NAIL anything to trees.
Children's Art Chalk can be used on hardscape areas with permission from PAFD Office. Tape may also be used.
If markings remain for more than a few rain storms, event organizers are responsible for removing them.
If city staff or contractors need to remove the markings, event organizers are responsible for the cost of staff time and materials.
You may also place signs on stakes in the grass areas bordering trails/race routes (when applicable).
Please remove all signage immediately following the event.

USE OF CANDLES

It is preferred that LED lighted candles or glow sticks are used. If flammable candles are used, please make sure all candles have drip protectors to prevent wax from dripping on hardscape surfaces, which may cause permanent stains/damage. Please make sure all candles are extinguished before being thrown away. Please collect all spent candles so there is no trash left behind. Please take safety precautions: bring a fire extinguisher, gallon of water, etc. in case of fire. **Any damage** (dripped wax absorbed into hardscape causing stains, etc.) **will result in a forfeiture of your security deposit.**

ADA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Vehicles are prohibited from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$20 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas will result in a forfeiture of your security deposit.**

RESERVED PARKING

To reserve parking for your event, please contact the PAFD Office (808-5400 x0). Staff will review your request and can issue you "No Parking" signs (\$25 each*). You will need to label signs and tape them to meters or signposts AT LEAST 24 HOURS PRIOR TO YOUR EVENT. (NOTE: If event is on a Sunday or Monday, NP Signs may need to be posted on the preceding Friday by Noon.) Please do not cover up coin slots on meters. If the reserved parking area has no actual parking meters, you may need to tape signs to sign posts, utility poles, trees, or orange cones (placed on the sidewalk beside the street). The PAFD Office has cones it can rent to you (see fee schedule below) if needed. To ensure you can have vehicles (illegally parked at signs you've posted) towed, please complete and fax/email/hand deliver to city departments a "No Parking Authorization Form," which you can get from staff when you pick up NP signs. Please make sure signs are removed once the event is complete. ***Under certain conditions, the reserved parking fee may be reduced. Upon review of your application, PAFD will advise if your event qualifies for a reduction. If paying a reduced rate, towing may not be enforceable. PAFD will advise regarding these parameters as well.**

ALCOHOL / SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Consumption of alcohol is prohibited in public spaces unless specifically approved by City Council. Please inform all participants / attendees.

AMPLIFIED SOUND POLICY

Outdoor events with amplified sound may require a Concert License from the PAFD Office.
 If the Police Dept./City Staff receive noise complaints, they will respond accordingly.
 Please set the PA System up with speakers facing away from businesses/residences to lessen impact.
 Please keep volume levels low out of consideration for nearby residents and businesses.
 The Permittee (organizer) shall not allow the sound emanating from the event to exceed an A-weighted 92 decibels. One verbal warning shall be issued if the sound has been found to have exceeded 92 decibels. The warning may be given to the sound board operator or the organizer/organizer's designee. If the 92 decibel limit is found to have been exceeded a second time during the same event, the single event concert permit (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

CANCELLATION POLICY

Event must be cancelled with PAFD prior to event date in order to be eligible for a refund.
 If cancelled within 2 weeks of scheduled event date, a \$75 cancellation fee may be charged.

NOTIFICATION

Please keep a copy of your event permit on site at all times. City staff may require proof of permit.
 If there are members of the public in the reserved space upon arrival, please present the permit as proof of reservation & approved usage. If you need assistance, please contact the Police Department at (207) 874-8574.
 Please ask Portland newspapers to run an article alerting the public to the event.
 You may put up temporary A-frame signs to alert the public to your event or place signage on orange cones, etc. Signs are to be up DAY OF EVENT ONLY. Please remove all signage immediately following the event.
 Please call Portland Police Dept. (874-8574) on the day of your event to remind them it is taking place.
 Please notify any nearby businesses, including restaurants that may have tables out for dining, to alert them to your event.

STREET CLOSURE NOTIFICATION

Should event involve a Street Closure, lasting longer than an hour, PAFD Office requires organizers to give advanced notification to area businesses, residents and bus companies (in the form of a "Street Closure Sign Off Sheet"). If event impacts METRO Buses, organizer (in advance) must discuss detour plans with METRO.

REVOCABLE PERMIT

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.
- Police or City Staff on site may use their discretion to revise conditions of use.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES

TYPE INITIALS

SO

DATE

03/06/2023

ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form (should permission be granted to use city property), the above parties agree to indemnify, defend, and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement

TYPE INITIALS

SO

DATE

03/06/2023

PLEASE INITIAL & DATE HIGH-LIGHTED YELLOW BOXES ABOVE.

FEE SCHEDULE – UPDATED JULY 1, 2018	
Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.	
Simple Event (no registration fee): \$75/hour Event with registration or pledges & attendance 25 - 300: \$125/hr Event with registration or pledges & attendance 301+: \$225/hr Film/Photo Shoot: \$100/day Public Space/Park Security Deposit: \$100 - \$1000 Sound Security Deposit: \$100 - \$1,000 Impact/Street Closure Fee (variable based on impact): \$100-\$500 Staff Fee (on site event support): \$37/hour Administrative Fee (event coordination support): \$40/hour or more "No Parking" Signs: \$25 each Cancellation Fee: \$75	Electricity (activation/de-activation) Fee: \$40/flat Porta Restroom User Fee (if attendance is 150+): \$25 Single Concert License: \$38 Barricades: \$5/ea. Rental Fee + \$25/ea. Security Deposit Bike Racks: \$10/ea. Rental Fee + \$25/ea. Security Deposit Flashing Lights: \$10/ea. Rental Fee + \$40/ea. Security Deposit Cones: \$2/ea. Rental Fee + \$15/ea. Security Deposit Safety Vests: \$15/ea. Security Deposit Keys: \$50/ea. Security Deposit Equipment Delivery Fee: \$100 or more

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"
Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)			
Permit Fee for use of area:	\$	Single Concert (Amplified Sound) License Fee:	\$
Number of Hours of Use: Approx.		Equipment Rental Fee:	\$
Staff Fee (on site event support):	\$	Public Space / Park / Sound Security Deposit:	\$
Admin. Fee (event coordination support):	\$	Borrowed / Rented Equipment Deposit:	\$
Electricity Fee (activation/de-activation):	\$	Additional Fees:	\$
Impact/Street Closure Fee (variable based on impact):	\$	(Porta-Restroom User Fee, "No Parking" Signs, etc.)	

FOR OFFICE USE ONLY									
DATE APPLICATION RECEIVED:									
APPLICATION FEE:	\$ 25.00	PERMIT FEE:	\$	SECURITY DEPOSIT:	\$	INSURANCE NEEDED?	Y / N		
DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:			
PAYMENT TYPE									
VISA / MC NUMBER:				CHECK NUMBER:		CHECK AMOUNT:	\$	CASH AMOUNT:	\$
CREDIT CARD AMOUNT:	\$	CREDIT CARD EXP. DATE:		CHECK NUMBER:		CHECK AMOUNT:	\$	CASH AMOUNT:	\$
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED									

PLEASE RETURN FORM (WORD DOC) AT LEAST 30 DAYS IN ADVANCE TO:

- Public Assembly Facilities Div. ~ 212 Canco Rd. ~ Portland ~ ME ~ 04103 **EMAIL**
PREFERRED: clare@portlandmaine.gov

Portland, Maine



Yes. Life's good here.

Public Assembly Facilities Division
Andrew J. Downs, Director
212 Canco Road • Suite A • Portland, Maine 04103
(207) 808-5434

Single Concert Permit Application for PUBLIC PROPERTY(*)
Must apply at least seven (7) business days prior to event.
Permit Fee: \$50/day

* If the event is proposed for private property, you must obtain the necessary permits from the Permitting & Inspections Department. They can be reached at (207) 874-8557.

Number of Attendees:	1,500	Will Alcohol be Consumed?	YES or NO
Applicant Information			
Organizer/Business/Group Name(s):	Woman in Need		
Organizer/Business/Group Address:	10A Gleckler Rd, Portland ME 04103		
Applicant/Contact Person's Name:	Shalom Dabokora		
Daytime Phone Number:	207-420-1277		
Phone Number Day of Event:	207-420-1277		
Email Address:	Woman @ aol.com		

Event Information			
Name of Event:	Festival of Nations		
Event Location:	Deering Oaks Park		
Date of Event:	July 29, 2023		
Time of Event (start to finish):	9:00AM	Time Frame for Amplified Music:	6PM
Type of Music/Amplified Sound (DJ, Live Band, Acoustic Performance, etc.):	DJ, Live and Acoustic Performance		
Please list all bands/performers (If more space is needed, please utilize the back of this page.):			

Read Carefully & Sign: I/we understand that any misstatement of material fact in the above application may result in denial of this permit or revocation if the permit has already been issued.

Signature: _____

Date: July 28, 2023

For more information about City Codes regarding Single Concert/Single Dance permits, please see Chapter 4 of the Code of Ordinances at www.portlandmaine.gov.

Email Sent: _____

Dept.
Fire
PD
Treasury

Approval Received

Fee:

Cash: _____
Check: _____
CC: _____



DRAFT MEMORANDUM

TO: Danielle West, City Manager
CC: Anne McGuire, Assistant City Manager
FROM: Elisa Marr, Assessor
DATE: June 26, 2023
SUBJECT: Assessment Update

The Assessing Office conducted a full revaluation of the City which was reflected in the 2020/2021 tax bills. This revaluation was based on sales analysis and reviews using data from 2018 and 2019. In 2018 the City Council adopted a Resolution (see attached) to conduct a revaluation of the City every five years. It has now been five years since the initial review was started and sales over the past two years are indicating that the City's sales ratio has dropped.

Maine property tax law requires that the assessment ratio (assessed value divided by market value) be a minimum of 70% and a maximum of 110%. Ratio studies are conducted by the Assessing Office and audited annually by the Maine Revenue Services to determine the City's assessment ratio. The City is within legal assessment limits; however, performing an update soon would allow changes to property values to have less of an impact than waiting for a more substantial assessment revaluation that may be required in the future.

Incoming sales indicate that the real estate market is healthy and growing in Portland. Not addressing the declining sales ratio would put the City in the position of declaring a lower certified ratio. The sales ratio study for FY22 is indicating an 82% sales ratio which will result in the City only being able to claim a 90% certified ratio in FY25. Property owners would see their Homestead, Veterans and Blind Exemption programs reduced to 90% in FY25.

My recommendation is that the City perform an update of assessed values that would go into effect for FY26. Adjustments would be made based on property reviews and sales data from 2024 and 2025. Depreciation schedules, land values and base rates for buildings would be updated. This work would be done with current staff, a contracted revaluation company and updated imagery. With your support, the Assessing Office would like to request funding in the FY25 budget to start this project as well as fund the addition of two full-time positions to facilitate more frequent value updates, address the volume of work the office is experiencing and establish a succession program in a specialized department that has most of its staff nearing retirement age.

Resolve 10-20/21
Passage: 9-0 on 6/7/2021

Effective 6/17/2021

KATE SNYDER (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**RESOLUTION RECOMMENDING INCREASED FREQUENCY OF PROPERTY
REVALUATIONS FOR THE CITY OF PORTLAND**

WHEREAS, the City Council of Portland, Maine, uses assessed property values in order to appropriately levy and collect property taxes; and

WHEREAS, the Mayor and the City Council recognize and appreciate the fact that an important and primary role of the City of Portland Tax Assessor is to determine the just value for all residential and commercial real property in Portland, which helps to ensure that it is able to appropriately levy and collect those property taxes and that the burden of those taxes is shared fairly and equally among all property owners within the City; and

WHEREAS, Maine's Constitution requires that "[a]ll taxes upon real and personal estate, assessed by authority of this State, shall be apportioned and assessed equally according to the just value thereof." Me. Const. art. IX, § 8; and

WHEREAS, Maine state law similarly provides that "all property shall be assessed at the just value thereof in compliance with the laws of the State." 36 M.R.S. § 201; and

WHEREAS, Maine Constitution's Constitution further requires that "[w]hile the public expenses shall be assessed on estates, a general valuation shall be taken at least once in 10 years," Me. Const. art. IX, § 7; and

WHEREAS, prior to the current revaluation, the City of Portland's two most recent revaluations occurred in 1991 and 2006, respectively, thereby establishing a fifteen (15) year interval between each such general valuation; and

WHEREAS, Maine law additionally requires that "[a]ll municipalities . . . shall achieve the following minimum assessing standards . . . a 70% minimum assessment ratio . . ."; and

WHEREAS, the Maine Revenue Services determined Portland's 2021 assessment ratio to be 66 percent; and

WHEREAS, when the real value of properties are either undervalued or overvalued as a result of infrequent or delayed evaluation, one of the results is that owners of more

valuable properties experience the equivalent of a tax break, while owners of less valuable properties pay a relatively higher price for the same public services; and

WHEREAS, by failing to frequently assess property, government is exacerbating the large and growing inequalities in the distribution of wealth and income; and

WHEREAS, the value of real property is constantly changing due to factors including, but not limited to, location, market demand, the age and physical condition of a neighborhood, and the state of the economy, and as a result, non-uniformity in values occur may over time within tax jurisdictions whether or not property values increase or decrease; and

WHEREAS, in agreement with the City's Assessor, a longer revaluation cycle, for a growing city like Portland, creates more opportunity for inequities to grow and usually leads to much larger and unpredictable changes to property values, and a shorter cycle will reduce the chances of this happening and help make property taxes more equitable, predictable and manageable; and

WHEREAS, it should be noted, that all City of Portland revaluation notices sent in 2021 will contain information on appeal procedures, and if, after an appeal, a property owner still disagrees with the findings and assessed value of his/her property, they may file a written Application for Abatement with the City of Portland Board of Assessment Review, or look into one of the many tax relief programs available;

NOW, THEREFORE, BE IT RESOLVED, that the Portland City Council and Mayor strongly recommend that the City Tax Assessor and the City Manager, as necessary, conduct ongoing work to support City wide revaluations every five (5) years; and

BE IT FURTHER RESOLVED, that this Portland City Council and Mayor strongly further recommend allocation of sufficient funds to support such city wide revaluations every five (5) years.

City of Portland | Executive Department

Danielle P. West, *City Manager*



To: Mayor Snyder and Members of the Portland City Council

From: Danielle P. West, City Manager

Date: July 14, 2023

Re: Recommendations from After-Action Report (April 1, 2023 Rally)

An after-action report was compiled after the April 1st rally. Due to review of potential criminal charges for some of the participants in the rally, the full report is considered confidential. With that said, staff wanted to provide the City Council with an update on some of the recommendations included therein, and what has been and will be done in response to the review of the incident:

- 1) Specialized First Amendment Training: The Portland Police Department (PPD) has begun to implement specialized First Amendment training for certain positions within the PPD. This training will be used to inform policy decisions and information also will be formed into in-service training that can be presented to all police officers. Information specifically related to past incidents PPD has been involved with will assist in information retention and provide realistic examples for officers. Although members of the PPD have varying levels of training, education, and experience, this will provide multiple members the opportunity for current training on best practices and court decisions.

Since the NSC-131 demonstration, four (4) officers already have attended a three-day (3) training on issues surrounding First Amendment events and the response thereto. Additionally, two (2) officers have attended a hate crime-specific training sponsored by the Lawyers' Committee for Civil Rights, The U.S. Department of Justice, and the Maine Chiefs of Police Association.

- 2) Documentation of Hate/Bias Incidents vs. Hate/Bias Crimes: The PPD already has the records management capability and process for receiving, investigating, and statistically tracking hate/bias crimes. Although the process and mechanisms need to be explored further, the PPD will consider implementing a process similar to DV (Domestic Violence) No Crime incidents, where no crime occurs, but information is documented to the best of the officer's ability, and is entered into the records management system with tracking capabilities.

This information will better inform PPD deployment of resources, community policing initiatives, understanding what specific communities are being targeted, the source and/or location of suspects, and reassurance to targeted communities.

- 3) Responding to First Amendment Activity: The PPD will implement another response level for First Amendment activity. This response level will focus around an informal risk assessment, taking into consideration the societal sensitivity of the speech or expression, known information about the group engaged in the activity, and location – other factors may also be deemed appropriate, however the assessment should be simple and easy for supervisors to navigate while mobile. This is especially important with spontaneous demonstrations where there is insufficient time to conduct normal notifications and planning operations. This assessment would afford front line supervisors guidance on when to become a more visible presence or begin to communicate and set boundaries between demonstrators and counter-demonstrators. Additionally, this assessment will seek to guide a supervisor's decision to activate cruiser camera systems and body worn cameras.
- 4) Community Policing & Intelligence: The PPD will form a more robust intelligence capacity, to be paired with increased community outreach. The Community Policing Unit has been impacted by low staffing, however, outreach to marginalized communities and groups will be a priority upon restaffing. Building these relationships would open up information and sources to assist in investigations and also improve the notification for challenging spontaneous demonstrations.

To: Mayor Snyder and Members of the Portland City Council
CC: Danielle P. West, City Manager
From: Kristen Dow, Director of Health & Human Services
Keith Gautreau, Fire Chief
Date: July 14, 2023
Re: Encampment Crisis Response Team Update



This memo is intended to provide an update on the purpose and progress of the City's Encampment Crisis Response Team (ECRT)¹, established to coordinate resources among public and private partners to effectively transition as many individuals as possible into shelter or housing prior to the scheduled resolution of an encampment.

Since its inception, the ECRT has focused its efforts on the encampment along the Fore River Parkway Trail at Frederic Street. As of July 10, there were a total of 46 tents and approximately 50 individuals at this encampment. Based on the size of the encampment, as well as anticipated shelter and housing availability, an encampment resolution date of September 6th has been set and communicated to the organizations who are participating.

ECRT command staff meet multiple times per week to discuss progress, barriers and ongoing priorities of the group. Each oversees a sub-group tasked with a specific role; updates from the ECRT sub-groups are below:

1) Mobile Engagement Center

The Mobile Engagement Center sub-group has taken on the considerable challenge of bringing together 21 people from a total of 14 different organizations. Four City of Portland departments are represented by five people. 10 different community partner organizations are represented by 16 people. The group had a vital participatory role in the creation of the By Name List, which is essential to support focused outreach, deeper relationships, and higher likelihood of positive outcomes. Improved communication has been fostered throughout the varied organizations through a series of group meetings and almost daily emails. This communication has aided in strengthening trust through addressing specific requests originating from the Frederic St. encampment, understanding and addressing some perceived barriers to shelter, and the creation of daily bed availability flowing directly from the HSC to outreach workers. We have begun to engage members of the Frederic St. encampment with the intent to bring their important perspective to the ongoing conversations that surround how we can all work together to best help realize positive outcomes in our increasingly housing-focused, coordinated outreach.

2) Performance & Data Management

¹ The structure of the ECRT is included with this memo as an attachment hereto.

The Data Group has met several times and morphed into the Case Conferencing group. As we pivoted to Case Conferencing we agreed to utilize the Homeless Management Information System (HMIS) for centralized data collection. The initial Data Group had many of the same folks and agencies that would ultimately be involved in case conferencing so it made sense to prioritize the By Name list; the overall plan once the By Name list is completed will be to reconvene with a focus on data.

3) Case Conferencing

The Case Conferencing group consists of The Opportunity Alliance, Preble Street, Spurwink, Common Space (Amistad), United Way Southern Maine, Maine State Housing Authority, HUD TA and City of Portland (Public Health and Social Services). It has held two meetings and this week moved to a weekly standing meeting. The By Name list initially took time to formulate but has taken shape over the past week. Our community outreach partners have 45 individuals on the By Name list. 19 have completed full Coordinated Entry (CE) assessments and were entered into HMIS; 6 are entered into HMIS but waiting on completion of the full CE. The remaining 20 individuals have been identified and are in various stages of completion of CE, HMIS entry and/or are being assigned to a point person via case conferencing. We have re-assigned some of our Public Health team to more of a housing focused outreach role. The State Coordinated Entry team voted to approve our Public Health team as a CE Access Point and they will be completing the HMIS training to allow them to enter data and complete CE Assessments.

4) Basic Needs

The Basis Needs group has 23 people representing 13 organizations, which include non profit organizations, churches, health care, and municipal officials. The group was formed and started meeting the week of June 12, 2023. That week, 3 different meetings were held to make an inventory of what basic needs were already being provided on site, and what basic needs were desired or needed. This included on-site field visits to determine potential placement of a dumpster, porta potties, needle boxes, etc. After the initial week of multiple meetings, we have moved to a weekly meeting on Monday morning for updates and adjustments as needed.

The Basic Needs group have provided the following resources to date at the Fore River encampment:

- Trash dumpster which is monitored and emptied daily by the Public Works Department.
- 2 Porta Potties, which are cleaned and restocked 2X daily by staff from the Parks, Recreation and Facilities Department. The units are pumped empty 3X weekly.
- Potable water station is in progress, under coordination from the Fire Department and an outside contractor.
- A large post-office box sized sharps container has been installed in the encampment. This has reduced the number of sharps on the ground.
- Efforts are underway to improve efficiency of food delivery utilizing volunteers, so that non-profit social service providers can focus less on food delivery and

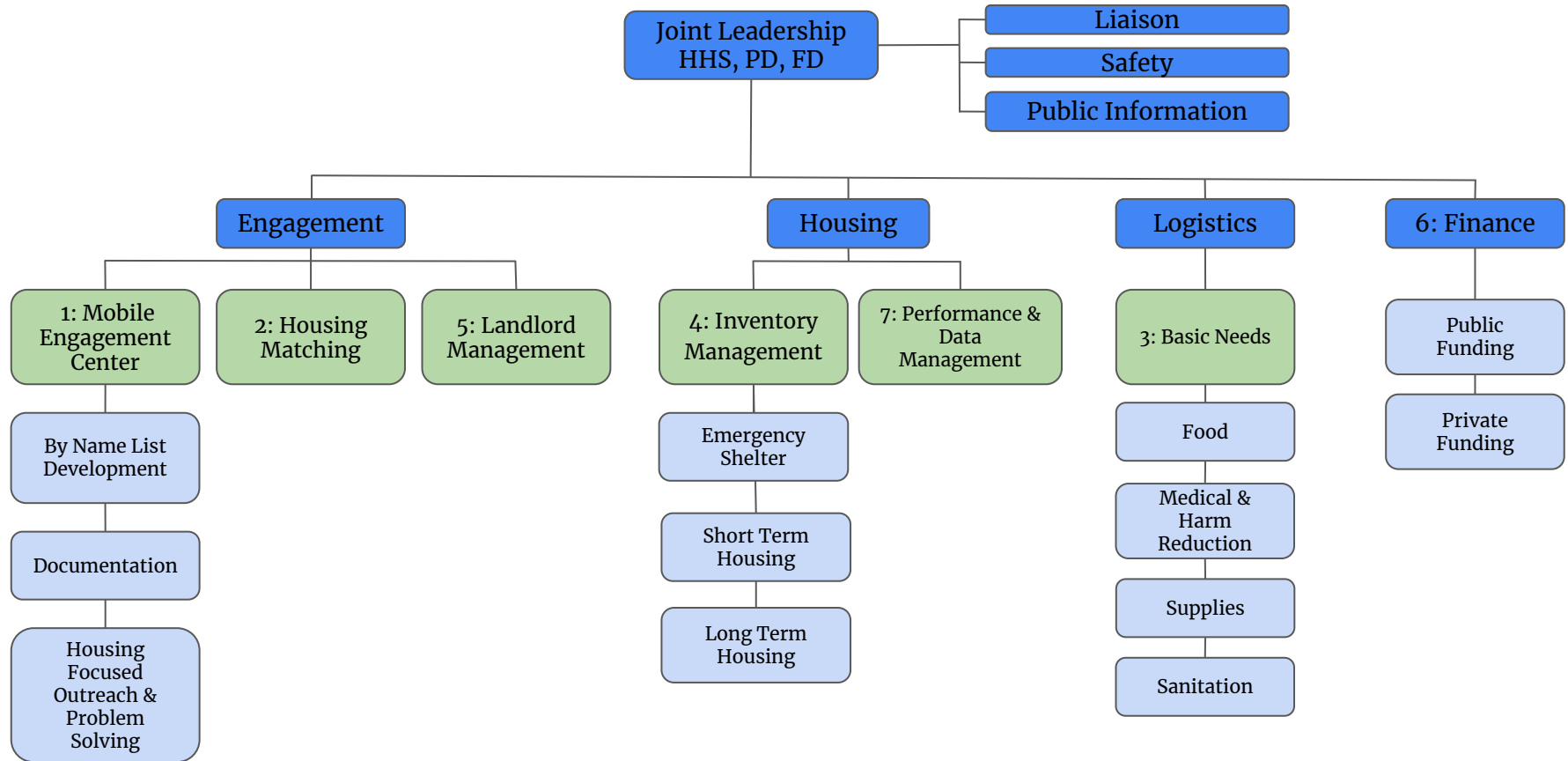
- more on their core team function of connecting homeless individuals with housing.

5) Housing Inventory

The Housing Inventory Group has been meeting regularly with a standing weekly meeting. The group consists of individuals from CHOM, Preble Street, United Way of Southern Maine, the City of Portland (Social Services), Through These Doors, Portland Housing Authority and HUD TA. Early on, we created a spreadsheet that tracks anticipated shelter housing placements with the goal of allowing outreach staff to talk with unsheltered individuals and reduce any trepidation and dispel any rumors or concerns in advance of shelter beds opening. This sheet is set as a shared google doc allowing staff from each of the local shelters (HSC, Milestone, Elena's Way, Joe Kreisler, Florence House, & Through These Doors) the ability to update in real time. Since June 28th 30 beds have become available at the HSC. While outreach has occurred to those in the encampment offering the shelter beds, only two from the Fore River encampment have accepted a bed at the shelter. There is ongoing work with outreach staff to identify barriers, such as arranging tours of the HSC, so that this issue can be addressed.

We have also worked to identify housing options and available subsidies. Portland Housing Authority has been a great asset; PHA is working to compile a comprehensive list of subsidized housing units in Cumberland County and surrounding counties. They are also compiling a list of properties currently under development (that should be around 186 units). We are beginning the process to get a PHA release over to the Mobile Engagement team; PHA has offered to cross reference Fore River clients to ensure they are on all open housing lists and/or what subsidies may be available to them.

Encampment Crisis Response Team





City of Portland Homelessness Response FAQs

Approximately 300 people attended a Homelessness Info & Listening Session, hosted by City Manager Danielle West and the City Council, on June 13, 2023.

This session underscored the diversity of opinions and concerns regarding homelessness and its impact on the people and neighborhoods in our community. Recurring questions and concerns are included below, along with information we hope you will find helpful.

For the latest on City efforts to prevent and respond to homelessness, please [visit the City website](#).

1. The proliferation of tents and unhoused individuals in public parks is creating an unsanitary, unsafe environment. I can't enjoy some public parks and trails like I used to.

We recognize that encampments negatively impact the quality and accessibility of shared public spaces. We ask for the public's patience as the Encampment Crisis Response Team (ECRT) works to move unhoused individuals into housing or shelter. Encampments are being prioritized based on their size, observed hazards, and other criteria.

In the meantime, City staff are doing their best to continue regular maintenance efforts of public spaces, as well as to respond to reports of criminal activity or safety concerns just as they would in any other public location. We encourage anyone who observes concerning behavior to call the Police Department's non-emergency line at 207-874-8575.

Unfortunately, due to resource limitations, we are not able to maintain a law enforcement presence at encampments. As always, call 911 if you or someone else is in immediate danger.

2. It's clear that additional shelter space is needed. Can you establish additional emergency shelter space:

- In the empty Law School Building at USM?
- Through portable emergency shelters outside the City's new Homeless Services Center?
- In large tents on football fields?
- By purchasing and repurposing existing buildings?
- On other available City property?

Over the course of the last year, City staff and the City's Health & Human Services and Public Safety Committee have considered many of these ideas (as well as many others) to increase emergency shelter capacity. Aside from the significant cost of purchasing and/or developing available property, one of the biggest challenges we face is the availability of public property and the operational requirements of emergency shelter. These requirements include food, services, and 24/7 staff to ensure the safety of shelter residents.

The City of Portland currently invests a significant amount of money in emergency shelter and other social services. We are willing to partner with private or public partners to do more, but we do not have the capacity to independently own and operate additional shelter space or beds. We have also consistently advocated for surrounding municipalities and other levels of government to work to create and provide additional shelter space.

3. It seems that more funding is needed to address the problem. How can the City generate new revenue?

Public revenue can be generated in a few different ways; however, the majority of revenue for the City of Portland is generated through property taxes.

Other revenue sources include service fees (the amount of which must be directly tied to the cost of delivering an associated service), fines for violations, and asset monetization (e.g. charging more for the private use of public property).

The purchase, development and/or operation of safe, sustainable emergency shelter space could easily require millions of dollars, which is why we welcome a partnership with private or public entities to help find solutions.

4. Can you model a solution based on the success in other cities, such as Helsinki, Amsterdam, Madrid, or Barcelona?

We have reviewed numerous case studies to learn from both the successes and failures of other cities and towns that have addressed homelessness in their communities.

Our most recent effort, the Emergency Crisis Response Team (ECRT), is influenced both by a housing-focused approach, which seeks to make homelessness as brief as possible while returning people to permanent accommodation, and a [harm reduction](#) approach.

It's important to recognize that comparing Portland to Helsinki, Amsterdam, or any other European city does not take into account the fact that both our cities and countries have a number of differences, including different laws and social welfare systems. While we agree that learning from others' success is essential, we must also be aware of and try to work within the constraints and challenges unique to our city and country.

5. Can the City intervene in the cost of housing to improve affordability?

City resources to support the development of affordable housing include the HOME Investment Partnerships Program, Community Development Block Grant Program, Jill C. Duson Housing Trust Fund, and Affordable Housing Tax Increment Financing Program. These programs all essentially subsidize the private development of affordable housing.

The HOME Program is also used to fund a tenant-based, rental-assistance program, helping to pay for security deposits and short-term rental assistance for individuals and families residing in City homeless shelters.

Please note that the Home Program and CDBG Program are federally funded. Use of these funds, as well as eligibility requirements, are determined by the United States Department of Housing and Urban Development.

6. Can the Federal Emergency Management Agency (FEMA) assist us?

FEMA provided financial support in response to COVID-19, which was initiated by the Federal Disaster Declaration. This financial support ended May 11, 2023 when the Federal Government ended the declared public health emergency. During that time, the City was able to use this funding to support the delivery of shelter to unhoused individuals to manage the spread of COVID-19.

FEMA Public Assistance funding is only available when there is a Federally Declared Disaster in Cumberland County; non-congregate sheltering (i.e. hotel rooms as shelter) was a special waiver program that has only been used for the COVID-19 disaster.

7. Is collaboration with the Federal Government possible?

Senator Collins has been helpful in facilitating collaboration with consultants associated with the U.S. Department of Housing and Development. These consultants are helping guide our Encampment Crisis Response Team efforts.

We have requested help from the Federal delegation with regard to a reduction in the work authorization period for asylum seekers (from 6 months to 30 days). Bills are still pending on this issue before Congress.

In addition, we have asked Governor Mills to support a recent proposal by the Greater Portland Council of Governments to house asylum seekers at Unity College, and/or call the National Guard into action to assist us.

8. Please invest in case workers and outreach workers.

The proposed FY24 budget includes two new City of Portland outreach workers to provide outreach to those experiencing homelessness in our city. Their first priority will be engaging with individuals at encampments.

The City also provides [Common Space](#) with funding for outreach workers. In addition, outreach workers are employed by other nonprofit partners, including Milestone, The Opportunity Alliance, and Preble Street.

As part of the work of our Encampment Crisis Response Team, the work of these outreach workers is now coordinated to improve the delivery of services and resources.

9. Please invest more in mental health resources.

The City provides mental health services through both its [free health clinic](#) and the [Behavioral Health Unit](#) of the Police Department. The City does not provide in-patient services or beds.

In August 2023, the City will expand and improve services at its free health clinic, thanks to generous financial support from [Friends of the Portland Community Free Clinic](#) and State grants.

10. Why are tax dollars being spent on individuals from different countries?

The State of Maine General Assistance (GA) statute requires all municipalities to administer a GA program, which provides for the immediate aid of people who are unable to provide the basic necessities essential to maintain themselves or their families.

State statute determines the standards individuals must meet to be eligible for GA. According to those standards, asylum seekers are eligible.

City of Portland

Kate Snyder, *Mayor*

Danielle P. West, *City Manager*

June 29, 2023



The Honorable Janet T. Mills
Governor
State of Maine
210 State Street
Augusta, ME 04333

Dear Governor Mills,

Thank you for your response to our letter dated June 2, 2023. We are appreciative of the State's support for all who seek assistance through the State's General Assistance program.

We write again today to share additional and updated information, and ask for your help. Specifically, we ask for your support of the Greater Portland Council of Governments (GPCOG) proposal to use Unity College dorms and campus amenities to provide transitional housing for Asylum Seekers.

On August 16th, the Portland Exposition building will stop being used as a temporary overflow emergency shelter site.

As you know, the City struggled to provide warmth and overnight shelter to people in need this past winter during some brutally cold stretches. In response to a need for emergency shelter that far outpaced the availability of Portland's municipal shelter beds (Homeless Services Center, 208 beds; Family Shelter, 146 beds), hotel availability, and any other housing options, we:

- used overflow space at our Family Shelter (December 2022);
- expanded temporary overnight shelter to a middle school gymnasium (January 2023); and
- opened the Portland Expo building as a temporary emergency shelter for 300 people in family units (April 2023).

As of June 5th, we stopped enrollments at the Expo, in order to focus on our plan of finding transitional housing, permanent housing, and/or host homes through Project Home, for those being sheltered. However, due to a general lack of housing supply, it is unlikely that every family sheltered at the Expo will be successfully transitioned to a housing placement by the time it is decommissioned as an emergency shelter. And so, we ask for your help in order to address any families who have not been housed on/after August 16th.

We believe the GPCOG Unity College proposal offers near-immediate transitional housing for asylum seekers already here in Maine, and we ask for your support.

While this would be a complex undertaking that would require, among other things, local community buy-in, involvement and support, we welcome the opportunity to work with you, your staff, GPCOG, and local, regional and community partners to support the use of this site to provide transitional supported housing to Asylum Seekers already in Maine including, but not limited to, the families currently housed at the Expo.

If Unity College cannot be used, we ask you to call up the National Guard to stand up and operate an emergency shelter for asylum seekers.

We acknowledge that this is an emergency tool that any governor would be cautious to employ. That said, as we continue our work with the City's encampment crisis response team to address the people we have currently sleeping outdoors, we believe that the unprecedented need facing both asylum seekers and the circumstantially unhoused, coupled with the lack of shelter options, municipal or nonprofit operators, and the likely expiration of the emergency rental assistance (ERA) program constitutes a crisis that requires the prompt use of this emergency tool.

Governor Mills, thank you for your leadership and for your consideration of our requests. We welcome the opportunity to talk with you further about the issues, our request for help, and any other options for response we may be able to pursue together.

Sincerely,



Kate Snyder, Mayor



Danielle West, City Manager

City of Portland | Executive Department

Danielle P. West, *City Manager*



To: Mayor Snyder and Members of the Portland City Council

From: Danielle P. West, City Manager

Date: July 12, 2023

Re: August 11 City Hall Closure

Due to a planned system upgrade of our Tyler Technologies software on August 11th and 12th, we will be closing City Hall to the public on Friday, August 11. City staff will still be working, but will be unable to access and process any transactions on this day due to the upgrade.

More specifically, we will not be able to process any motor vehicle registrations, tax payments, vital records requests, permitting and zoning applications, business licensing applications, rental registrations, street occupancy permit applications, and job applications.

Staff will be accessible via phone and email. All functions should be operational on Monday, August 14th.

We will be providing ample notice of this one-day disruption in service so the public has sufficient time to make other arrangements. Signs will be posted throughout City Hall, as well as on all City website pages that interact with this software.

We thank the public in advance for their patience and understanding. We look forward to serving our customers in an enhanced way with this software upgrade.