



Commission Members: Chair Cynthia Loebenstein, Vice Chair Michael Mertaugh, Dory Waxman, Councilor Brian Batson, Dory Waxman, Craig Lapine, Nathan Robbins, Colette Bouchard, Zack Anchors, Amy Segal, Ana Lagunez, Caitie Whelan and Marie Gray.

City of Portland
Parks Commission Agenda
October 3, 2019
5:00 PM
Portland City Hall
389 Congress Street, Room 24

*The Mission of the Portland Parks Commission is to advocate for the enhancement and stewardship of our parks and open spaces. Review and propose projects that impact parks and open spaces and recommend action.
Foster collaboration among park users and the City. Promotes public access and enjoyment.
Advocate for public and private funding for parks and open spaces. Enjoy Portland for Life.*

- I. General Citizen Comment Period
- II. Agenda Items
 - a. Acceptance of Meeting Minutes: September 5, 2019 Meeting and September 19, 2019 Workshop Minutes - **2 Min.**
 - b. New Business
 - i. Capital Improvement Plan - *Vote to recommend the Parks, Recreation & Facilities Department bring the Parks Division Capital Improvement Plan for 2020 and 2021 to Council. - 45 Min.*
 - ii. Annual Report - *Vote to recommend the Parks Commission Annual Report to City Council. - 10 Min.*
 - c. Communications/Updates
 - i. Baxter Trail Event Announcement - **5 Min.**
 - ii. Subcommittee Updates - **10 Min.**
 - iii. Parks Report - **5 Min.**
 - d. Commissioner requests for Agenda Items

City of Portland Commissions are not required to take public comment under FOAA and our Ordinance is silent regarding the duties of the Commission. The Commission has the discretion to not allow or allow public comment during its meetings, including the authority to limit the duration of comments. Since the Commission makes recommendations to the City Council, public comment is available at that level.



In attendance: Commission Members: Chair Cynthia Loebenstein, Dory Waxman, Craig Lapine, Nathan Robbins, Colette Bouchard, Zack Anchors, Ana Lagunez and Marie Gray. City Staff: Sally DeLuca, Ethan Hipple and Alli Carroll.

City of Portland Parks Commission Minutes

September 19, 2019, 5:00 PM

Portland City Hall

389 Congress Street, Room 24

I. Agenda Items

a. Parks CIP Workshop - *This is a public meeting but closed to public comment*

Ethan Hipple went over the Parks Capital Improvement Plan Timeline and the process the City and the Department goes through in order to approve the CIP list.

The Parks Division shared this two-year (CIP 2020 and 2021) list in the last Parks Commission meeting on Thursday, September 5, 2019.

He discussed the Project Selection Criteria:

- Legal Obligations: Court orders, compliance with state or federal legislation
- Park Equity: 10-minute access to a park or trail, distribution between neighborhoods, populations served, islands, etc...
- Compliance with Adopted Plans and Studies: Match with city priorities
- Impact of Service to Public: Safety issues, improved service delivery
- Access: ADA access, facilities for diverse age groups
- Departmental or Community Priority: The project is important to a Departmental mission or community interest. Does the project meet a demonstrated need from the community?
- Funding Source: The project includes a match from grants, federal or state match, community fundraising
- Budget Impact: The project decreases operating expenses
- User Group: Does the project serve a diverse user group, or a particular user group that is not already well-served?
- Prior Phases: Projects that are a continuation of viable projects funded in past years.

What is awarded from this list will be given in April of 2020. This is the first year we are looking at a two-year process. The CIP process is extensive, so the City Manager is trying to be more efficient. City Council will only look at the first year. Next year, the Division will adjust the 2nd year if anything unforeseen happens between now and then and then present it to Council.

They discussed how the Commission and Conservancy work in conjecture to the CIP list. Cynthia explained that the Conservancy is looking at specific items such as Youth Corps, a pump track, a specific playground accessory to the ADA playground at Riverton Elementary School, an accessible trail at Riverton Elementary School and help with Fort Gorges. Cynthia will take the notes from this meeting and present it to them to keep the line of communication open.

Caitie asked for more clarification as to the percentage of this list that is serving lower income neighborhoods. Sally explained that this list isn't always an accurate representation of what projects are serving low income neighborhoods because they also receive funding through partnerships or grants. Staff compares what projects would qualify for Community Development Block Grants (CDBG) and what couldn't and needs to be on the CIP list. CDBG funds are highly competitive though. An example of a project that did receive CDBG funds this year was the futsal court at Fox Field. Marie asked if Portland Housing

Authority ever contributed any funding to projects happening in low income areas. Ethan said they have their own playgrounds they maintain but staff will look into a possible partnership.

CIP money never goes away. When council authorizes the bonds, they authorize the dollar amount. If a change occurs in the project in the same fiscal year, the CIP funds that were awarded then sometimes it can be fixed administratively, other times it would have to go back to Council for approval.

In June, Ethan asks for requests from Friends Groups. On the last page of the CIP list, he pointed out a few requests that were denied and their reasoning.

Commissioners asked how staff keeps track and learn from past projects. Staff reviews monthly where they are at with each project. They are hoping the new project manager will be able to keep track of past projects and hold a review process. Sally suggested that the Finance Subcommittee can also look through past CIP projects and the findings should be reflected in the annual report.

Commissioners asked about why the lavatories took priority in 2021 over the pond wall restoration work at Deering Oaks. Staff agrees that the pond wall is a priority and they have an evaluation for a construction project. It's a \$1 million project but the report staff has shows it isn't imminent but it is one of the higher priorities at Deering Oaks.

Eastern Prom Waterfront Access Project (EWAP) is on the 2020 year. \$250,000 would come from the City and \$125,000 from the State. This did not make it on the CIP copy the Parks Commission has but it is on Ethan Hipple's master copy.

They started discussing the potential picnic pavilions have in the parks. They are working on one right now in Deering Oaks that is privately funded. Eastern Promenade and Payson Park are other possible locations. They would be about 20 feet by 40 feet and hold up to 50 people. They cost \$50,000 for the pavilion, electric service, concrete slab, etc.

Lyseth Playground is most in need of repair and not eligible for CDBG. Now that the school is being done, this is the perfect amenity for it.

The Congress Street side of Lincoln Park Fence is also on the list. Caitie, Ana and Zack shared their concern for this project when it is such an expensive one. Due to the amount of money it requires and the criteria presented, it doesn't seem to be a high priority. Staff shared the historical side of this park.

Staff asked that the Commission take the rest of the month to consider the list. They will vote to recommend the CIP list in the October 3rd meeting.



In attendance: Commission Members: Chair Cynthia Loebenstein, V. Chair Michael Mertaugh, Craig Lapine, Nathan Robbins, Colette Bouchard, Zack Anchors, Amy Segal, Ana Lagunez, Caitie Whelan and Marie Gray. City Staff: Sally DeLuca, Ethan Hipple and Alli Carroll. Members of the public Carol Schillar and Mark Lesperance.

City of Portland Parks Commission Minutes

September 5, 2019, 5:00 PM

Portland City Hall

389 Congress Street, Room 24

I. General Citizen Comment Period

Carol Schillar of the University Neighborhood Association shared that the 2nd Annual Longfellow Park Art Festival will be on September 15th, 2019 from 11:00AM – 4:00PM. Also, the Halloween Fire Prevention Festival will be on Sunday, October 27th, 2019 from 11:00AM – 4:00PM. She also informed the Commission that she has submitted another CIP request for electricity in Longfellow Park.

Mark Lesperance came to encourage the Commission to allow groups and organizations to present at meetings. He also shared his concern regarding how the last meeting was conducted and how when Amy was speaking the former Chair interrupted her and moved to a vote. He requested a new vote and that the Commission's rules and procedures be posted online.

II. Agenda Items

a. Acceptance of Meeting Minutes:

Zack moved to accept the meeting minutes of July 18, 2019. Amy seconded. All in favor. Motion passed unanimously.

b. New Business

i. Recap of Parks Commission Fort Gorges Trip

Commissioners had a tour by Ethan Hipple and Friends of Fort Gorges Executive Director Paul Duran on August 15, 2019. During the tour, Paul shared the history of the Fort and showed the hazard mitigations the Parks, Recreation & Facilities Department and Army Corps of Engineers commenced to increase safety and accessibility.

ii. Recap of Parks Commission Fort Gorges Forum with Portland Parks Conservancy

The Commissioners discussed the public forum they held on September 4th, 2019 at East End Community Center with the Portland Parks Conservancy. The Maine Coast Heritage Trust, Parks, Recreation & Facilities Department and Friends of Fort Gorges did presentations on the Fort. Commissioners shared the results of the survey that those who attended the public forum participated in. The largest number of participants voted for a combination of City funding and private funding to preserve the Fort. Some voted to allow events to support the Fort. About ten people voted to allow commercial activity. Three voted to leave it alone.

Ethan Hipple explained that City Council will ultimately decide on what to do with the Fort. There are no proposals currently. There was someone who brought an idea to the City, the City did not pass judgement on that topic but it did raise the question as to what should be done with the Fort. He assured everyone that there are degrees of commercial activity and there is a Request for Proposal process. Currently the City allows a degree of commercial activity through the Friends Group's Memorandum of Understanding. Currently, concert events, plays, etc. occur at a limited capacity; two per month to be specific. Casco Bay has been made aware of the possibility of other events. The Portland Parks Conservancy's major task is fundraising. Nan Cumming is going to follow up with Cynthia in the near future.

iii. CIP Presentation

Overall the City's target goal for Capital Improvement Plan spending is \$12 million which is lower

than what it has been, \$18 million. Ethan Hipple went down the CIP list presented and briefly explained the requests with the Commission.

Due to how extensive the CIP process is, the City Manager is trying to be more efficient. So, the Parks Division is requesting the Commission designate two years of CIP instead of only one. City Council will only look at the first year though. Next year, the Division will pull the 2nd year off of the shelf, dust it off, adjust it if anything unforeseen happens between now and then, and present it to Council. Amy asked what the Parks Division is expecting to receive for CIP funds if the total amount is less than years past. Ethan is expecting about \$750,000 this year. Caitie asked what percentage of this list is serving lower income neighborhoods and is it an even distribution. Ethan said that their goal is to try to spread the projects across all of the districts and balance it between them.

The Commissioners will take this CIP draft and review it before their workshop to discuss it further on September 19th, 2019 at 5:00 PM at City Hall Room 24. Then they will vote on it in the October meeting.

c. Communications/Updates

i. Department Re-Organization

Sally explained that there are new vacancies in the Division including a Project Manager position that is currently open. Parks Director position is still not filled.

ii. Subcommittee Update

Cynthia announced who will be in which subcommittee this year.

Annual report will be Nathan, Ana and Dory

Finance will be Michael, Marie and Craig

Initiative will be Amy, Caitie and Colette

Outreach will be Zack, Ana and Colette

Sally explained that Subcommittee meetings should be public and a staff person needs to be involved.

Commissioners discussed the potential of Sea Level Change being the Green Space Gathering theme this year. They decided that it will be on May 6th at Ocean Gateway.

iii. Website

Cynthia asked Commissioners to send Alli their brief bios so they can put them on the Parks Commission webpage.

Portland Parks Capital Improvements: Projects Over \$25,000

The following schedule illustrates the long term plan for upkeep and improvements of Portland Parks and Open Spaces. It represents the Parks Division's best estimate for timing and cost. Dates and amounts are subject to change at any time. Prior to implementation, all projects would need support of Director of Parks, Recreation and Facilities, City Manager, and City Council.

*Projects marked with *** are new projects proposed by Friends/Neighborhood Groups, not previously on City CIP.*

[illegible]

Portland Parks Capital Improvements: Projects Over \$25,000							DRAFT, as of 9/30/19					
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		Yellow highlight = \$750K limit			Teal Highlight = \$1,000,000 limit							
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Notes
Annual Total	District	\$2,405,000	\$3,785,000	\$3,270,000	\$3,280,000	\$1,895,000	\$1,975,000	\$1,725,000	\$1,075,000	\$350,000	\$150,000	
Dougherty Field Basketball Pavilion***	3						\$150,000					
Eastern Prom Tennis and Basketball Court Resurface	1										\$50,000	
Back Cove Fitness Court	1		\$100,000									
Fox St Basketball Resurface	1		\$30,000									
Fox St Basketball Lighting	1			\$75,000								
Longfellow Basketball Drainage	5			\$175,000								
Longfellow Basketball Resurface	5			\$75,000								
Lyman Moore Tennis and Basketball Resurface	5				\$60,000							
Payson Additional Basketball Court***	4					\$65,000						
Payson Tennis--Add Tennis Court lights	4		\$200,000									
Payson Tennis and Basketball Court Resurface	4	\$50,000										
Riverton Tennis Court Reconstruction	5								\$300,000			
Riverton Tennis Court Resurface/Pickleball Conversion (Aging in Pla	5		\$50,000									
Riverton Basketball Reconstruction	5	\$75,000										
Valley Street Basketball Reconstruction	2		\$65,000									
West End Court Resurfacing (Pleasant St, Tyng Tate, Reiche, Taylor)	2	\$30,000										
Park Infrastructure												
Baxter Boulevard Safety Enhancements --Stairs and Railings	4		\$100,000									
Bramhall Square Reconstruction*** \$250K budget, \$100K from Maine Medical, \$150 from Public Works CIP	2											
City-Wide: Fencing Replacement	various	\$50,000	\$50,000		\$50,000		\$50,000		\$50,000			
City-Wide: Park Walkway ADA Paving (2021 Priorities: Dougherty Field, Payson Park, Lower Western Prom)	various	\$100,000		\$100,000		\$100,000		\$100,000				
Congress Square Park Design and Construction	1	Possibly Budgeted in Planning CIP										
Deering Oaks Bandstand Replacement	2						\$400,000					
Deering Oaks Lighting Replacement	2	???	Budgeted in city-wide LED project									472,000 estimate
Deering Oaks Picnic Pavillion	2			\$100,000								
Deering Oaks Pond Plaza and Dock	2			\$100,000								
Deering Oaks Pond Wall and Pond-side Plaza Reconstruction	2				\$500,000	\$500,000						
Deering Oaks Ravine Rehab	2								\$475,000			
Deering Oaks Restroom: "Portland Loo" or similar	2		\$180,000									
Deering Oaks Rose Circle Entrance--Convert to Brick	2						\$50,000					
Deering Oaks Sidewalks and Curbing--Farmers Market Rd. (State to Deering)	2						\$250,000					
Deering Oaks Sidewalks and Curbing--Farmers Market Rd. (Tennis Court to Jenny's Lane)	2						\$200,000					

Portland Parks Capital Improvements: Projects Over \$25,000

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[illegible]

Parks and Open Space Report

Portland Parks Commission



CITY OF PORTLAND, MAINE GIFT CATALOG



June 2018-May 2019

I. Overview

The Portland Parks Commission (PC)¹ is required to submit an annual report to the city council regarding the state of the city's parks and public grounds and make specific recommendations therein about suggested goals and improvements for the parks and public grounds per City Code (Sec. 18-10(d)(4)). The primary audience for the report is Portland's City Council. It is the hope of the PC that anyone interested in, or is an advocate for, the enhancement and stewardship of our parks and open spaces also enjoy and make use of this report. Reports are completed annually and build on the previous reports.

Parks Commissioners

Zack Anchors, Friends of Eastern Promenade 2017-2020

Colette Bouchard, Public-at-large 2017-2020

Marie Gray, Friends of Deering Oaks, 2018-2021

Ana Lagunez, Public-at-large 2018-2021

Craig Lapine, Public-at-large 2015-2021

Cynthia Loebenstein, Friends of Evergreen Cemetery (Chair 2019-present) 2015-2021

Meri Lowry, Land Bank Representative 2010-2019

Michael Mertaugh, Public-at-large (V. Chair 2019-present) 2014-2020

Nathan Robbins, Public-at-large (V. Chair 2018-2019) 2015-2021

Amy Segal, Public-at-large 2017-2020

Dory Waxman, Public-at-large (Chair 2017-2019) 2015-2021

Caitie Whelan, Public-at-Large 2019-2022

Brian Batson, City Council Representative 2018-present

City Staff Department of Parks, Recreation, and Facilities (DPRF)

Sally DeLuca, Director

Ethan Hipple, Deputy Director

Allison Carroll, Senior Administrative Officer

Subcommittees

Annual Report & Inventory, Finance, Park Initiatives, Community Outreach

II. Accomplishments & Improvement Projects

Accomplishments

Presented below are lists of accomplishments achieved or in progress for Portland parks during the reporting year:

- Implemented new staffing structure for Parks Division: Park Director, Parks Operations Coordinator, and Parks Project Manager
- Finalization and opening of new natural playground at Rowe School
- "Walk in the Park" tours and lecture series continued for third year. Bike rides, lectures, bus tours and walking tours led by Parks staff and Rangers.
- Planted 170 street trees and park trees.

¹ <https://portlandmaine.gov/345/Parks-Commission>

- Replaced 40 antiquated downtown street flower planters.
- Collaborated with Health and Human Services Department to implement the third season of the Portland Opportunity Crew, which puts willing panhandlers to work in parks and open spaces in exchange for daily pay, meals, and access to city housing and job assistance programs.
- Pond Aeration system installed in Deering Oaks Pond. The intent of the aeration is to encourage the growth of beneficial bacteria that result in lower algae levels without the introduction of chemicals.
- Noyes Street Fire Memorial garden and benches placed in Longfellow Park
- Baxter Trail signage complete, production and installation scheduled for Fall 2019.
- Staff serving on MLK Memorial Committee for new MLK memorial on Bayside Trail.
- Western Prom Master Plan in progress.
- Pianos in the Squares program ran for the second year in a row. 4 pianos placed in Bramhall Sq., Longfellow Sq., Congress Sq., and Monument Sq. for the month of July.
- Significant progress made on Land and Water Conservation Fund conversion process. Met with National Park Service and State Park staff to evaluate conversion site and move the process forward. Completing the conversion process will make the city eligible for up to \$500K in federal outdoor recreation grants annually.
- Grand Trunk Cemetery Sign Installation Ceremony with Girl Scouts, volunteers and neighborhood residents.
- Parks Instagram Scavenger hunt active for the second year.
- Shinagawa Sister City bench and cherry tree planting on Eastern Prom.
- Interim Park design for Portland Landing in progress.
- Baxter Woods leash policy changes in progress, to be taken up by Council Committee in 2020.
- Maine Conservation Corps spent 240 hours doing trail maintenance in Evergreen Woods

2019 & 2020 Capital Improvement Projects & Updates²

CIP 10-year list of park projects that were contemplated for completion in 2019:

- Memorial Field Artificial Turf Replacement - \$722,000, complete
- Dougherty Field-Athletic Field at West School Site, Parking - \$350,000, pending final site plan
- Payson A Replace Lights - \$250,000, complete
- Portland Landing Design Development (Amethyst Lot) - \$250,000, interim park design in progress
- Riverton Playground - \$250,000 –School and Portland Parks Conservancy raising additional funds for additional elements not included in original budget, construction June 2020.
- Fort Gorges Preservation Plan Structural Improvements - \$209,000, waiting on 50% match from friends of Ft Gorges in order to proceed on Preservation Plan
- Lyman Moore Athletic Facility Improvements - \$925,000, complete
- Island Playground Improvements - \$125,000, complete

² <https://www.portlandmaine.gov/479/Capital-Improvement-Plan>

- Fitzpatrick Stadium Scoreboard - \$58,000, complete
- Western Prom Master Plan - \$40,000 in progress
- Tennis and Basketball court resurfacing at Lyman Moore and Eastern Prom \$50,000
- Riverton Softball Site Work - Drainage and Erosion Issues - \$65,000, incomplete
- Evergreen Columbarium: Phase II and III - \$52,000, incomplete
- Payson Park Community Garden - Expansion - \$14,500, incomplete

CIP 10-year list of park projects that contemplated for completion in 2020:

- Riverton Softball Site Work - Drainage and Erosion Issues - \$65,000, construction to start Spring 2020.
- Fitzpatrick Scoreboard and Road Drainage - \$102,000, In progress Public Works will be completing the project. (initially contemplated for completion in 2019)
- Dougherty Skate Park Expansion - \$340,000, seeking additional CIP funds to complete the expansion project (initially contemplated for completion in 2019)
- Dougherty Field Irrigation - \$70,000
- Evergreen Cemetery Driveway Drainage - \$260,000
- Forest City Cemetery Road Reconstruction - \$100,000
- Wilde Chapel Masonry - \$75,000
- Lincoln Park Fence Restoration, Congress St section - \$640,000
- Dougherty Field Playground - \$137,000, CDBG funded
- Dougherty Field Basketball Reconstruction - \$75,000
- East End Waterfront Access Project - \$250,000, partially grant funded
- Bramhall Square Reconstruction - \$250,000
- Court Resurfacing: Payson Park, West End Pocket Parks (Tyng Tate, Pleasant, Reiche, Taylor) - \$50,000
- Riverton Basketball Reconstruction - \$75,000
- ADA Walkway repaving at Deering Oaks, Dougherty Field, Payson Park - \$250,000
- Cleaves Monument Plaza and Walkways - \$80,000
- Payson Park Bollard Replacement - \$50,000
- Picnic Pavilions - \$100,000
- Eastern Prom Embankment Slide - \$50,000
- Lyseth Playground - \$250,000
- Back Cove Trail Reconstruction \$75,000
- Sensory Trail \$50,000

III. New Developments

Baxter Trail – Baxter Trail is a 3.25-mile-long east-west trail which begins on Back Cove/Baxter Boulevard and terminates at Evergreen Cemetery connecting points of interest celebrating the lives of James Phinney Baxter, Percival Baxter, their relatives and their contribution to the City of Portland Parks System. The Parks Initiatives sub-committee of the Parks Commission, City of Portland staff and

volunteers have created a series of seven interpretive signs along with numerous wayfinding markers which delineate the trail.

Gift Catalog – Over the past several years, the PC and its Finance Subcommittee supported work through the DPRF to revisit, revive, and substantially update the “Love Portland” Catalog for public gifts to Portland’s parks³.

Friends of the Western Promenade & Master Plan – The FoWP was formed in April 2018. The DPRF and FoWP are partnering together to develop a Master Plan for the park⁴. Funding for the plan development was secured in part through a Maine Historic Preservation Commission grant as well as through additional money raised through FoWP. A community survey, public meetings, and final presentation to City Council are included in the development process. There are several historic uses of the park that are being revisited along with the current uses and major developments in the area of the park, most notably from the Maine Medical Center expansion currently underway. Maine Medical Center has dedicated funding towards improvements in the Western Promenade as part of the expansion project.

Boyd Street Community Garden – In March, Councilor Belinda Ray presented a packet of her proposal to formalize the boundaries for Boyd Street Gardens. This space is designated as a park in the the Parks Ordinance (Chapter 18), but the boundaries are not specified. The Commission expressed interest in reviewing the material before voting to recommend to the City Council on any related changes to the ordinance.

Dogs in the Parks – The PC held two public meetings on a proposed change for dog use in Baxter Woods.⁵ Current use of the park is for off-leash dogs at all time throughout the year. The proposed change includes a period of time in the Spring and Summer when dogs would be required to be leashed at all times, and the remaining part of the year when dogs would be allowed off-leash under voice command during designated hours. Many public comments were made during the public meetings, and additional comments were received via email to the DPRF and PC. An advisory vote was made in favor of the proposed change for Baxter Woods by the PC, with an amendment that expanded off-leash hours to the initial proposal along with considerations that are included in the minutes, in July 2019.

Several topics on dog use were included in the discussions. Some were specific to Baxter Woods while others were system-wide. The PC noted further discussion was still needed on these topics, and it may be pertinent for them to take up at a later date.

Green Space Gathering – The 8th Annual Green Space Gathering was held May 2nd at the Rowe Elementary School. The focus this year was on homelessness in our parks and the challenges that come with accommodating all users. The event was titled, “Together We Are Parks”, and included tabling by

³ The City website for the Gift Catalog was launched in July 2019. <https://portlandmaine.gov/2345/Love-Portland-Gift-Catalog>

⁴ <https://www.friendsofwesternprom.org/> | <http://www.portlandmaine.gov/2448/Western-Promenade-Master-Plan>

⁵ Proposed Baxter Woods Ordinance Change Documents - [Baxter Deed](#), [Baxter Woods Off Leash Memo July 2019](#), [Baxter Woods Public Comment](#), [Forest and Wildlife Habitat Management Plan 05182018](#)

various friends and community partner groups, and a panel discussion with members of government, non-government, and private local, state, and regional organizations representing parks, homeless, housing, and public safety experts.

A resource guide was developed for friend and community partners organizations and was available at the Green Space Gathering. Further resources are being discussed for development in addition to trainings for interested groups and individuals working in and serving our parks and open spaces⁶. The Friends of Congress Square Park offered public safety response training opportunities in June, *Recognizing & Responding to Opioid Overdoses* and *Deescalating Stressful Situations Confidently & Ordinance Review*. Partner organizations for the trainings included the India Street Public Health Center, Portland Needle Exchange Program, and Portland Community Policing.

IV. Updates on Previous Recommendations

Organizational

Producing the Annual Report for City Council – In 2017-2018 the Parks Commission preliminarily discussed the idea of moving to an alternating reporting structure, with a biennial report in complete form produced in even years and a pro forma abbreviated report produced in the odd years. The ordinance language gives broad discretion to the PC about the format of the report. At its presentation to the City Council of the parks Annual Report in 2018, the PC sought the Council's guidance on the preferred timing, scope, and focus of the annual report. The City Council responded that a 40-page report even on a bi-annual basis is too long. Aspects that were most useful were those concerned with the city budget.

In 2019 the PC took up this previous discussion. After research and discussion by its Parks Report & Parks Inventory Subcommittee, the PC agreed that a short form Pro Forma report on odd numbered years and a more complete full report on even numbered years would satisfy the ordinance. In "off years" the PC will focus on revisiting thoughts and recommendations on open issues to continue to move those forward and prepare any documentation of those efforts to the council. In both cases, annual reports are to focus on budgetary impacts and recommendations relating to the city's parks and open spaces.

Some specific recommendations were discussed for reducing the length of the full report. Several sections of the report were also noted to migrate to the City website:

- Brief History of the Parks Commission
- Heritage of Portland Parks and Open Space
- Mission and Organization of Department of Parks, Recreation, and Facilities
- Recreation Opportunities Available at Parks
- General reference materials list (i.e. park places, photo gallery, open space vision and implementation plan, bold vision, park master plans, list of friends and community partners)

⁶ The PC plans to present the discussion, findings, and suggested goals and improvements to parks in the form of a memo or letter to City Council.

- Background for the Parks and Open Space Report including basis for the report and uses. This has been informed largely by PC ordinance, PC discussions, and formalized in the guidance document for the Parks Report on behalf of the PC.

Inventory, Land and Use Protections

Ordinance Revisions – Further discussion was concerned with making amendments to the existing ordinance to reflect the updated process for the parks report. The PC initially discussed revising the reporting cycle to move to a longer interval between reports, and/or providing more prescriptive language in the ordinance on scope of those reports. No changes seemed advisable with respect to the language of the Ordinance relating to Parks Reports. Instead, the PC decided a written internal policy was sufficient to meet the ordinance task and provide future commissioners with guidance on how to fulfill it.⁷

Park Inventory – Further research into the previous inventory determined it is still accurate. The most current Park Inventory is included at the end of the report.

Advocacy

Impact Fees – The PC had discussed for several years and made recommendations that the City of Portland adopt impact fees to use for park needs. In November 2018, the impact fee ordinance was adopted, effective December 19, 2018, and applies to all new residential and non-residential developments.⁸ The impact fee schedule provides specific allocations from impact fee revenues for improvements to parks and recreation, as well as for improvements for transportation and wastewater treatment.

Staff from the Planning Department made a presentation to the PC on the development, adoption, uses, and projected revenue from impact fees. In the period 2018-2028, projected revenue through impact fees for parks and open spaces is anticipated to be approximately \$4 million, distributed roughly evenly to parks and recreational facilities with a small portion to single-track trails⁹.

Commissioners expressed gratitude for the much-needed funding source and noted the timeliness of this measure in the context of recent development in the city and the resulting increase in use of the city's parks and recreational facilities.

Portland Parks Conservancy – This year the Portland Parks Conservancy hired its first Executive Director, Nan Cumming. Ms. Cumming made a presentation to the PC on the Parks Conservancy's planned work areas, based on input to date on the park system's needs. Their focus will be on funding projects for new infrastructure improvements and those that support programming.¹⁰

⁷ Policy and *Guidance for Completing Annual Report* – This guidance has now been drafted and is available by request to the PC. This annual report policy can serve as a standalone guidance document for park commissioners when producing the annual report. It summarizes the PC findings and outlines the scope and process for drafting the full and abbreviated annual reports.

⁸ <https://portlandmaine.gov/2409/Impact-Fees>

⁹ 2018 *Impact Fee Study*

¹⁰ <https://www.portlandmaine.gov/2128/Parks-Conservancy>

Overall Funding Picture – Over the past several years the PC has advocated for additional funding sources for parks and open spaces system-wide. During the 2018-2019 reporting period there were important developments in three new funding sources. The creation of impact fees, the Portland Parks Conservancy, and the updated Gift Catalog and website all represent significant progress towards achieving more sustainable funding and should be celebrated as major successes.

Despite these significant accomplishments, the PC expressed its concern that these new sources of funding will cover new improvements to the system, but do not cover maintenance. Deferred maintenance is already an issue affecting the park system every day. Staff and community partners are unable to keep up with the needs of the current system. Preparing the system for growth by adding amenities and spaces remains important. However, further action is needed to identify a sustainable mechanism and strategy to raise the standard of care for parks and open spaces. To that end, the Gift Catalog can directly help improve existing park infrastructure, in part by replacing degraded features with newer ones. Additionally, if capital improvements and funding from impact fees and the Conservancy could be directed towards equipment that could be used by City staff and partners to improve and maintain existing or new parks, this may also have the added benefit of addressing deferred maintenance.

Concurrent City Planning and Efforts

Review of Planning Documents for Mutual Goals with Parks and Open Spaces – The PC conducted a preliminary review of the city's new Comprehensive Plan, and possible new or improved parks and open spaces were identified. The PC plans to follow up on this initiative in its future work.

Parks Inventory for the 2019 City of Portland, Maine Parks Commission Report

Park Inventory

The following sources were used in drafting the below inventory of Parks of Portland, Maine:

1. Section 2-44, City Code for City of Portland, Maine, revised 7/10/14 (the “Land Bank Ordinance”)
2. Section 18-11, City Code for City of Portland, Maine, revised 5/28/14 (the “Parks Ordinance”)

N.B. School playgrounds and athletic fields are not included in the park inventory even though the City of Portland does maintain and fund ongoing maintenance and replacement.

PARKS IN THE CITY OF PORTLAND, MAINE

Dedicated Parks Listed in both the Parks Ordinance and the Land Bank Ordinance:

Back Cove Park and Trail
Barrows Park/Baxters Sundial
Baxter Pines
Baxter Woods
Bayside Park, also known as Stone Street Playground
Bell Buoy Park
Belmeade Park
Capisic Pond Park
Clark Street Park
Congress Square Park
Deering Oaks Park
Dougherty Field
Eastern Promenade Park, East End Beach, Fort Allen Park
Fessenden Park
Fort Gorges
Fort Sumner Park
Fox Field/Kennedy Park
Harbor View Park and Tate-Tyng Park
Heseltine Park
Lincoln Park
Lobsterman Park
Longfellow Square
Monument Square
Munjoy South Playground
Payson Park
Peppermint Park
Pleasant Street Park

Post Office Park
Riverside Golf Course
Riverton Trolley Park (incorrectly listed as Riverton Park in the Ordinances)
Stroudwater Parks (there are 2 listed in the Ordinances)
Taylor Street Park
Tommy's Park
Western Promenade Park

Dedicated Parks Listed in the Parks Ordinance and Not the Land Bank Ordinance:

Andrews Square – N.B. This Park consists of a flagpole only
Bayside Trail
Bedford Park
Boothby Square
Boyd Street Gardens
Bramhall Square
Caldwell Square
Clark Street Playground
Tate-Tyng Playground (not in alphabetical order because of association with Harborview Park)
Longfellow Park
Marada Adams Playground N.B. This Park is located at the corner of Beckett and O'Brion Streets and is not the Adams School Playground
Martin's Point Park
Nason's Corner Park
Pedro Field
Pleasant Street Playground
Quaker Park South Street Playground
Trinity Park
Winslow Park

The Parks Commission notes that University Park is listed in the Land Bank Ordinance and not in the Parks Ordinance. University Park is therefore included on the Land Bank Registry as a Land Bank property that is not a park.



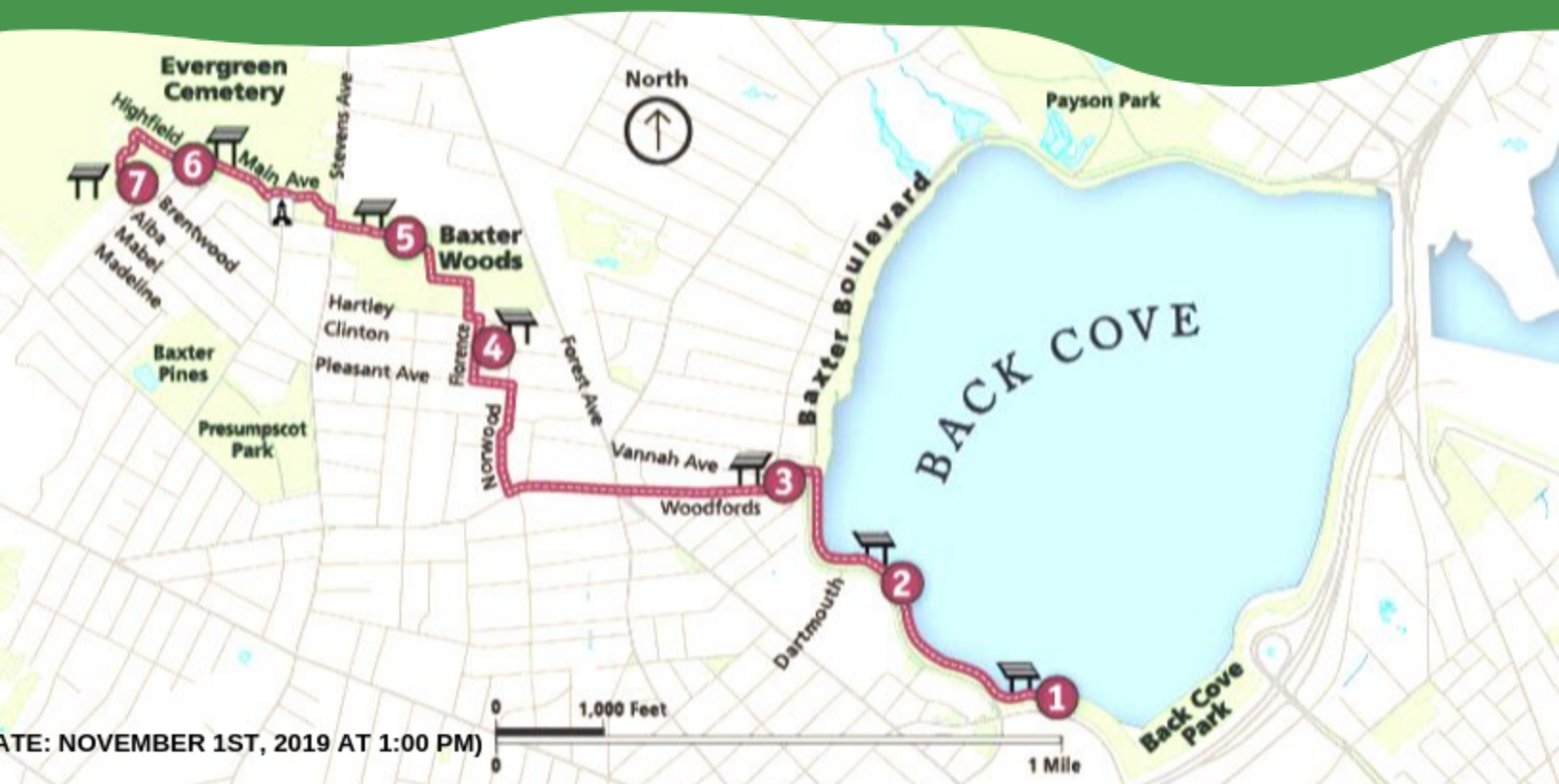
FRIDAY, OCTOBER 25TH, 2019 AT 1:00 PM
BACK COVE TRAIL PARKING LOT, BAXTER BLVD

BAXTER TRAIL RIBBON CUTTING

Join the Portland Parks Commission and Portland Parks, Recreation and Facilities Department to celebrate the opening of the new 2.5 mile self-guided Baxter Trail. Stretching from Back Cove to Evergreen Cemetery, the route memorializes the contributions of the Baxter family in creating our world-class park and trail system.

Following the ribbon cutting ceremony at 1pm, please join us for an optional guided walking tour of the 2.5 mile Baxter Trail, led by Jeff Tarling (City Arborist), David Little (Author, Artist and Historian), Cynthia Loebenstein (Parks Commission Chair), and Ethan Hipple (Parks, Recreation, and Facilities Department).

Bus transportation will be provided back to the Back Cove parking lot following the walk at 3:15 PM.
Please wear comfortable walking shoes and be prepared to be out in the elements.





CITY OF PORTLAND
Parks, Recreation & Facilities Department
Sally DeLuca, Director

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Ethan Hipple, Deputy Director

Memorandum

TO: Parks Commission and Land Bank Commission
FROM: Ethan Hipple, Deputy Director, Parks, Recreation and Facilities Department
SUBJECT: Parks Division Update
DATE: October 2019

Parks Division Staffing

Decision has been made to postpone Parks Director search until new Department Director has been hired in January or February of 2020. Current Director Sally DeLuca will retire in July of 2020 and will train and transition with new Department Director from winter through July 2020.

Currently moving forward with hiring of Parks Operations Coordinator and Parks Project Manager.

Franklin Meadow

Preparing to plant wildflower seed and native pollinator perennials in Franklin Street median between Congress and Cumberland. First step is to kill the existing turf grass by covering it with tarps for the fall and winter. In the spring, the area will be planted with seeds and plants.

Baxter Trail

Signs have been delivered and will be installed October 2019. On Friday, October 25th at 1pm, please join the Portland Parks Commission and Portland Parks, Recreation and Facilities Department to celebrate the opening of the new 2.5 mile self-guided Baxter Trail. Stretching from Back Cove to Evergreen Cemetery, the route memorializes the contributions of the Baxter family in creating our world-class park and trail system. Following existing trails and sidewalks, the trail passes through many parks and neighborhoods that were created or influenced by the Baxter family. Interpretive signage along the way tells the story of Mayor James Phinney Baxter, Governor Percival Baxter, and their families.

Following the ribbon cutting ceremony at Back Cove Trail Parking Lot at 1pm, please join us for an optional guided walking tour of the 2.5 mile Baxter Trail, led by Jeff Tarling (City Arborist), David Little (Author, Artist and Historian), Cynthia Loebenstein (Parks Commission Chair), and Ethan Hipple (Parks, Recreation, and Facilities Department).

Bus transportation will be provided back to the Back Cove parking lot following the walk at approximately 3:15pm. Please wear comfortable walking shoes and be prepared to be out in the elements.

Forest City Road Project

Repairing and regrading 50% of roads in Forest City Cemetery. Funds for materials in operating budget,



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work to be completed by Public Works and Cemeteries staff..

Parks Instagram Scavenger Hunt

2nd Annual instagram parks scavenger hunt in Portland Parks is ongoing. Participants get clues through our Parks, Recreation and Facilities Instagram account, then race to various Parks to retrieve a toy lobster that has been hidden in the landscape. The first to find the lobster receives comp tickets to concerts at Merrill Auditorium. Sign up at <https://www.instagram.com/portlandmeprf/>

Tree Planting

Forestry staff have planted over 150 trees throughout Portland as part of our annual tree planting season April--June. While the Forestry crew will now switch to prescribed maintenance, two seasonal workers will be assigned to watering of the 150 new trees. An additional dozen trees are planted in Evergreen Cemetery thanks to a generous donation from the Friends of Evergreen that covered the labor (City provided the trees).

CIP

CIP season is underway and we have sought feedback from all Parks Friends groups and Neighborhood Associations. Parks Commission will review CIP 10 year plan and vote in October to approve or provide recommendations. CIP submissions are due from Departments to City Hall by October 18.

Bramhall Square

Design firm has been selected to lead the design process for Bramhall Square. Total budget of \$250K.

Community Center Needs Assessment

The Recreation Division is conducting a Community Center Needs Assessment and are seeking your input. If you would like to participate in the survey, please go to: <http://bit.ly/PortlandRecSurvey>. Paper copies of the survey may be found at each of the Recreation Department Community Centers and in the rotunda at City Hall.

MLK Memorial

MLK memorial art selection committee: narrowed field of 9 artists down to 3 artists who will now submit full proposals. The memorial will be going on Bayside Trail.

Park Projects Update

Staff are working on the following funded CIP/Park Improvement projects:

- Deering Oaks Zipline: Staff have received approval from Historic Preservation to move forward with altered location due to soil quality. Footings will be installed in fall of 2019, with grand opening in spring 2020.
- Lincoln Park Turf restoration project complete: extensive aeration, overseeding and compost



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topdressing has taken place for fall growing season.

- Lincoln Park Fence Restoration: Staff are waiting on additional CIP and private funds to proceed with Congress Street portion of fence. Complete restoration will take place in phases.
- Portland Landing: Interim Park improvements to be installed Fall Of 2019 and Spring of 2020 after Thames Street construction complete. Improvements include seating areas, trees, shrubs and perennials, and re-routed path along water's edge.
- Western Prom Master Plan near completion. Two public meetings held in summer 2019 will lead to final recommendations in September.
- Riverton School Playground in progress. Due to school desire for additional playground elements not originally included in budget, decision has been made to put the project on hold until Spring 2020 so that additional private funds can be raised.
- Dougherty Field Playground and Soccer Field: on temporary hold due to staffing shortages
- Park Walkways improvements: on temporary hold due to staffing shortages