



Commission Members: Chair Cynthia Loebenstein, V. Chair Michael Mertaugh, Councilor Mayor Kate Snyder, Nathan Robbins, Dory Waxman, Colette Bouchard, Zack Anchors, Amy Segal, Ana Lagunez, Caitie Whelan, Jon Kachmar and Marie Gray

City of Portland
Parks Commission Agenda

May 7, 2020

5:00 PM

On Thursday, May 7, 2020, at 5:00 pm, the Portland Parks Commission will conduct a virtual meeting using emergency legislation approved by LD 2167; 1 M.R.S. §403-A, that authorizes cities and towns to conduct meetings online. This workshop will be conducted remotely using Zoom.

Allow your computer to install the free Zoom app to get the best meeting experience. We hope to be able to offer other live-stream methods in the future. If you are not able to attend live, we will be posting a recording of the meeting once it has concluded.

Please click the link below to join the webinar:

<https://zoom.us/j/91710859101>

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

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Webinar ID: 917 1085 9101

International numbers available: <https://zoom.us/u/adJKf9wD>

*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

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.

- a. Acceptance of Meeting Minutes: December 2019, January & February 2020
- b. New Business
 - i. COVID19 Staff Update - Sally DeLuca
 - ii. COVID19 Leash Law Update - Sally DeLuca
 - iii. Baxter Woods Communication - Sally DeLuca
 - iv. CIP Update - Sally DeLuca
 - v. Green Space Gathering Cancellation - Cynthia Loebenstein
 - vi. Reschedule Strategic Planning Workshop - Cynthia Loebenstein
 - vii. Reschedule Strategic Planning Workshop - Cynthia Loebenstein
- c. Communications/Updates
 - i. Subcommittee Reports
 - ii. Land Bank Commission Report - Jon Kachmar
 - iii. Parks Report - Alex Marshall
- d. Commissioner requests for Agenda Items



In attendance: Commission Members: Chair Cynthia Loebenstein, Vice Chair Michael Mertaugh, Colette Bouchard, Zack Anchors, Amy Segal, Ana Lagunez, Caitie Whelan, Craig Lapine, Nathan Robbins, Marie Gray and Jon Kachmar. City Staff: Ethan Hipple, Alex Marshall and Alli Carroll.

City of Portland Parks Commission Minutes

December 5, 2019, 5:00 PM

Portland City Hall

389 Congress Street, Room 24

I. General Citizen Comment Period

No citizen comment at this time.

II. Agenda Items

Cynthia introduced Jon Kachmar, the new Land Bank Commission liaison. The Commissioners went around the room to introduce themselves.

a. Acceptance of Meeting Minutes: 11/7/2019

Michael moved to accept the meeting minutes of November 7, 2019. Caitie seconded. Zack and Jon abstained. Eight in favor. Motion passed.

b. New Business

i. Friends of Baxter Woods

The Commission welcomed the newly formed friends group, Friends of Baxter Woods. President Anne Callender, Treasurer Marc Lesperance, and Secretary Carolyn Ehringhaus introduced themselves to the Commission. They expressed their love for Baxter Woods and how they are driven by the love for the community. They presented the history of the park and went over Baxter's Deed.

Commissioners thanked the group for the informative presentation. The Commission would like to view their mission statement. They wrote a letter of introduction that they had sent to Ethan and Sally that they would be happy to share with the Commission as well. Ethan welcomed the new friends group and mentioned that while thinking of the successful relationships the City has with established groups, that they are looking forward to a good, successful collaboration with this new group as well. Anne expressed that the friction that was caused with the off leash dog walkers may cause friction between the group and the City at first. Each thanked the Commission for inviting them this evening.

c. Communications/Updates

i. Strategic Planning Dates

The Commission decided to hold a strategic planning meeting at 212 Canco Road Suite A on March 28th, 2020 from 9AM to 11:30AM to discuss what constitutes a Friends Groups, how best to guide that process, and how to involve the immigrant community more.

ii. Portland Parks Conservancy Update

Cynthia shared some projects that the Portland Parks Conservancy is working towards; including a pump track for bikes, an addition to the Riverton playground redesign, a sensory trail at Riverton, and an ongoing Youth Corp Group for disadvantaged youths.

Nathan joined the meeting at 5:33PM.

iii. Joint Meeting with Historic Preservation regarding Western Promenade Master Plan Announcement

January 9th, 2020 has been proposed for the joint meeting with Historic Preservation to review the Western Promenade Master Plan Draft, however it has not been finalized. Staff will confirm via email.

iv. Longfellow Park Meeting Update -

A public meeting in April has been proposed to discuss the lights and electricity in Longfellow Park. The Parks Commission will host. Our goal is to get to consensus and if we can't do that, compromise.

v. Subcommittee Reports

Outreach Subcommittee – They have been working on planning the upcoming Green Space Gathering May 6th at 5:30PM at Ocean Gateway. They currently have a good month by month plan. They have a list of potential speakers. The Commission would like the annual report available at the gathering in some form since it is the Commission's most comprehensive report of what they are doing throughout the year. The Commission is wondering if there was a way for the Land Bank Commission to co-host or speak as well. Jon will ask at the next meeting. Finally, they are hoping to have marketing completed earlier than last year to get a great turn out. They will work with Alli to complete that.

Park Initiative – They are working to create interpretive panels for Fort Gorges. The general plan is for the friends group to compile photographs, history and such. They would do two signs at Fort Gorges.

Finance – Were unable to meet this month.

Annual Report – The Annual Report is going to Council 12/16/2019.

vi. Parks Report

Alex shared the current winter operations of the parks division including but not limited to sidewalk plowing about one hundred miles of sidewalks designed around main arterials and school routes, the cutting down and decorating of the holiday tree in monument square, holiday decorations around City Hall, and maintaining the skating ponds and sledding hills.

Fall storm cleanup is ongoing. Stumps have been marked for removal. City will contract for 15 of the larger ones that caused sidewalk interference.



In Attendance: Commission Members: Chair Cynthia Loebenstein, V. Chair Michael Mertaugh, Dory Waxman, Colette Bouchard, Zack Anchors, Ana Lagunez, Jon Kachmar, and Craig Lapine. City Staff: Ethan Hipple, Alex Marshall, Deb Andrews and Alli Carroll. Historic Preservation Board Members. Matthew Hyde of Friends of Western Promenade. KZLA Representative Danielle Desilets. Members of the public.

City of Portland Parks Commission Minutes

January 22, 2020, 5:00 PM

Merrill Auditorium Rehearsal Hall

20 Myrtle Street, Portland, Maine 04101

I. Agenda Items

a. New Business

i. Welcome

Ethan Hipple, Deputy Director of the Parks, Recreation & Facilities Department, welcomed the groups and public to the meeting. Ethan described Western Promenade and how it is currently used by the community. The goal of creating this master plan is to create a vision for the space. The City held prior public meetings regarding the plan. Tonight's meeting is to review the draft. Ethan introduced Deb Andrews, staff of Historic Preservation, and Matthew Hyde of the Friends of Western Promenade.

ii. Friends of Western Promenade Introductions

Matthew Hyde of the Friends of Western Promenade shared the history of the friends group and how they came together in 2018. He described the two-year process of this master plan. He shared that this park is a diverse park of both landscape and interfaces with the community of Portland.

iii. Western Promenade Draft Master Plan Review

Danielle Desilets of Kyle Zick Landscape Architecture went through the PowerPoint presentation projected. She described the process that began February 2019. The first public meeting was in April and following that, they put out a survey for a month for more public input. They then developed some early concepts and presented them during a public forum in June. They have been adjusting the draft since then.

The purpose of the master plan is to create a vision for the park. Out of the five districts, this is the only historic park that does not have one. She briefly went over the history of the park as she went over it in great detail during the April meeting.

The survey brought in 243 responses and the public meetings have been consistent with the survey results. The park is very much used for picnicking, cross country skiing, trail running, and as open green space. More information regarding the park's history was wanted. Other things that are wanted include: unique play structures, more flowers, community gathering space, more trails, more seating areas, and to bring the stairs back. Generally, the majority of the

public wants the park to be not just a neighborhood park but a destination for all and to keep it simple, quiet and to not take away the character it has now.

She broke down the master plan draft for the crowd. Some changes proposed include: new crosswalks made of granite and stones, food truck parking closer to Maine Med, new sidewalk areas, reintroducing a pavilion, horticulture plantings and moving the memorial. There will not be a change to the community garden but they are proposing a more formal parking area adjacent to the garden. Also adding a natural play area in between the garden and basketball court. Multi use trails would be added to connect all spaces. There is a two tier priority list being proposed.

iv. Question and Answer Period for Board and Commission

The Historic Preservation Board began. They asked for clarification on the following items:

- The material of the sidewalks and walkways: Brick will be used for sidewalks adjacent to the roadways. Exposed aggregate will be used for walkways.
- The type of trails: They will be multi use trails about ten feet wide to accommodate bikes, pedestrians, cross country skis, etc. Continued conversations will be had with Portland Trails to understand what is needed and how the uses are compatible.
- The design of the view sheds: They will be clearly defined in the field and will progress overtime as well as depend on the vegetation. They will be removing invasive Norway Maples to help open up the view sheds.
- Lighting and power lines: Would like to replace the contemporary lighting and bury the power lines.
- The pavilion: It will be twenty-five feet in diameter. It will be kept well lit for safety. It will also be ADA accessible, fairly open and have a stage with seating area.
- Signage and educational tools regarding the process were requested to educate the public during the extended time it will take for the master plan to be phased in.
- Toboggan Run: The historic toboggan run is now limited due to the installation of Valley Street. It may be possible to create a new toboggan run with a substantial runout that ends towards the level area near the Valley Street dog park, but additional grading studies will need to be completed.
- Cost of the two tier priority lists: Tier one equals \$3.5million. Tier two equals \$2.755million.

v. Public Comment Period

Kate and Hardy Marshall of Danforth Street shared their concern for the southern end of the park. They are concerned with the safety of those who go down the trail towards Danforth Street; especially children if a natural playscape is placed at the top of the slope. They suggested a fence before the sidewalk of Danforth. They also had concern if trail lighting considering their home is so close to the area. Ethan assured them trail lighting will not be considered.

Anne Pringle suggested to consider the placement of the view sheds in regards to the new Maine Med parking garage. Also, lighting fixtures in historic parks are very specific but she would suggest having the same fixtures on all pathways.

She also asked for clarification regarding the width of the roadways. Danielle said that the streets would be narrowed to about 9-10 feet. It will not be the same width everywhere as they are not proposing removing parking.

Jane Bario of Western Promenade showed additional concern of the safety of putting a playscape near the roadway by the memorial. It is an area where cars drive fast. A play area moved to another area may be safer for children.

A member of the public suggested removing the horseshoe parking lot area and widen the street that runs in front of the houses. That way the park is more open green space.

Jaime Parker of Portland Trails is excited for some natural play spaces. He is also very excited about the path down to Danforth street. Portland Trails has a lot of experience with steep trails and some that are tiered. They will work with the City and advise on the safest way to create it. Also, the West Commercial Street Trail will be built in the next few years and he suggested a crosswalk at the end of the trail to Danforth Street so it could connect with the new West Commercial Street Trail.

Ken Thomas of Danforth Street expressed past experiences of the City and Portland Trails exploring the opportunity of creating this trail to Danforth Street. He does not believe there to be neighbors that would support this decision and a crosswalk at this space would be dangerous.

George Rheault of West Bayside asked if the meeting was recorded. The Maine Publicity Bureau Building was part of the park at some point. In the 1930s it was deeded to the State of Maine and now it is in private ownership. That is a precedent. He suggests flexibility through this process, especially with what should be done with the space along Valley Street. Finally, he wishes that the whole city was deciding on what to do with this space. The Planning Committee should have had at least an at large member as part of the process for a wider vision. This draft has been created by everyone who is close to the park system and it should be everyone if this is supposed to be a destination for all. Especially when the price tag is so large.

vi. Feedback and suggestions from Historic Preservation and Parks Commission -- *no formal vote at this time*

The Historic Preservation Board has a large agenda still to get to. Unfortunately, this meeting has run longer than expected. The Historic Preservation Board and Parks Commission will give their guidance and recommendations in separate, at their own meetings in the future. No guidance or recommendation was made this evening.



In attendance: Commission Members: Vice Chair Michael Mertaugh, Colette Bouchard, Dory Waxman, Amy Segal, Ana Lagunez, Caitie Whelan, Nathan Robbins and Mayor Kate Snyder. City Staff: Sally DeLuca, Alex Marshall and Alli Carroll

City of Portland
Parks Commission Minutes
February 6, 2020, 5:00 PM

Portland City Hall, 389 Congress Street, Room 24

I. General Citizen Comment Period

Jamie William, a Portland Water District Trustee, went to the Fort Gorges seminar at East End Community Center. He passed out a Sebago Lake Land Reserve Trail Map and a permit for activities for dawn until dusk to Commissioners. This data could be collected in a kiosk that could go anywhere and would record who visits the area.

Matt Hyde, the President of Friends of Western Promenade, came to the meeting to answer any questions when they discuss the Western Promenade Master Plan.

Frank Riley, President of Friends of Lincoln Park, spoke at last night's Finance Committee and came tonight to express their need for \$275,000 to complete the Congress Street side of the Lincoln Park fence.

Matt TenEyck, the Operations Coordinator for the City of Portland, Parks, Recreation & Facilities Department, spoke to his experience with the kiosk that was presented by Jamie William.

II. Agenda Items

a. Acceptance of Meeting Minutes: 12/05/2019 and 01/22/2020

The Commission asked to move the acceptance of minutes to the March meeting. They do not have a quorum this evening.

b. New Business

i. Western Promenade Master Plan Draft Thoughts and Informal Recommendation

The Commissioners were very impressed with the hard work and detail that went into creating the Master Plan draft. There is a great balance between the historic and new recreation items.

Michael suggested having a trial run of the Friends Groups maintaining the historical planting beds. He also suggested the Thomas Brackett Reed statue should tell more about the man than what the current plaque states.

Dory asked what the process is from here and if the Commission should look at it again during their Strategic Planning Workshop in March. Sally said it is supposed to go to City Council next but they do not know which Council meeting yet.

Dory asked Matt Hyde about the fundraising plan. He said that the fundraising plan will be more discussed and decided upon once the master plan is completed and they know what needs to be done. Sally added that Maine Med designated \$300,000 to the project. \$100,000 each to Bramhall Square, Valley Street and the upper part of the park.

The Commission discussed the viewshed clearings, how many there will be and what they will capture. They referenced the viewshed section of the draft. A tree count has not been done yet as it is an expense beyond creating the master plan. They believe a lot would be invasive Norway Maples that could be removed.

c. Communications/Updates

i. City Manager CIP Recommendation Update

Sally presented a list of the CIP to City Manager, Jon Jennings. He presented to the Finance Committee last night. The Parks, Recreation & Facilities Department is excited that they were allocated \$1.1 million. The Lincoln Park fence was cut, but many other items were added instead. Commission discussed process and would like to know more about how the list went from what they voted on to what it is now. Sally will create a more transparent presentation for the Commission.

The CIP should be on the City Council agenda on the first Monday in March. She will confirm the public comment date.

ii. Baxter Woods Workshop Communication

The Transportation and Sustainability Committee had a workshop with Councilor Dusen and Councilor Ray. The Friend of Baxter Woods presented to them. They will work with the legal team to make sure they were following the deed. The next meeting will be open to public comment.

iii. Strategic Planning Meeting Reminder

Reminder that the Strategic Planning Workshop is March 28th at 9AM at 212 Canco Road Suite A. Some items they will discuss is the Commission's role in helping to certify the legitimacy of Friends Groups and how to broaden the relationship with all Friends Groups. They could also talk about updating "Green Spaces Blue Edges." Another item is how the Commission can involve immigrant groups more.

iv. Subcommittee Reports

Finance Subcommittee: Lost one finance committee member with Craig's departure. Working on continuing on best practice on how the Commission can interact with Friends Groups. Hoping to have that info by strategic planning workshop.

Outreach Subcommittee: Gearing up for the Green Space Gathering. There are three confirmed speakers. Still trying to find the best facilitator. Zack is drafting the content for invitation. Looking for a few more panelists.

Initiative Subcommittee: Met with Paul Drinan for interpretive signage for Ft Gorges. Reached out to Nancy Montgomery who did the designer work for the Baxter Trail signs. They are working with her to get them completed and installed before the end of Summer.

Annual Report Subcommittee: Will try to meet this month to plan out the upcoming report.

v. Parks Report

The Parks Division is working on their 2021 budget and winter operations.

They are still ironing out details for the new Riverton Playground. Should be installed this Summer before the school year starts.

They are starting to look at the Dougherty Field playground repositioning of the basketball court and doing irrigation.

The Division is waiting to hire a project manager to see more of these projects through.

Parks and Recreation Director has been advertised.

The Commission requested an update on Portland Landing next meeting.



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

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Alex Marshall, Acting Parks Director

Memorandum

TO: Parks Commission and Land Bank Commission
FROM: Alex Marshall, Acting Parks Director, Parks, Recreation and Facilities Department
SUBJECT: Parks Division Update
DATE: May 2020

Parks Division Staffing

We are currently in a hiring freeze city wide. Openings in our division include:

- Operations Coordinator (Matt TenEyck left the city. Jeff Tarling has stepped up in an acting role)
- Arborist II
- Parks Maintenance Worker
- Athletic Facilities Supervisor

Good news is that we hired our new Project Manager and he started a few days before COVID-19 pushed us out of the office.

Additionally, we have had the pleasure of some department Recreation and Aquatics staff helping us in the parks doing cleanups, flower bed work, tree and shrub pruning and trash removal. Their efforts have been overly appreciated as our open spaces may have never looked this good before mowing season. Typically, our seasonals do not start until late May/June so having these extra hands has been a blessing.

COVID-19 Park Signage

Many have probably seen the park signage across the city. We currently have 4 different signs out in various locations. Playgrounds were first to receive them, then Athletic Facilities as they closed, followed by Park and Trail Physical Distancing signs that were created by the NRPA.

Franklin Meadow

The tarps were going to be removed to plant for Bicentennial festivities but, since that is postponed we will be keeping them on throughout the summer to achieve best results in eliminating the grass underneath. We will look to plant seed in the fall for next spring growth.

Amethyst Lot Park Conversion

This project is moving full steam ahead. We are currently waiting for permits back from the DEP and then construction can begin. A completion date has yet to be set but look for it sometime in the middle or late summer. It will be a beautiful addition to the area as many had seen in the public meetings.

Western Promenade Master Plan

Western Prom Master Plan still near completion after a few meetings to refine and adjust some pieces. Once complete the City Council will be presented with it. A general maintenance project that is part of this plan is the Vista Clearing. A portion of this has occurred with cleaning of the first 30' or so of the embankment at the top. It has made quite the impression on the park.



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

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Alex Marshall, Acting Parks Director

Farmer's Market

Grocery Stores are an essential business during these times. Outdoor Markets would also fall under the category and we are very supportive of this. There are some basic guidelines that all Farmers Markets need to follow but we included a few more to account for our locations and view on the pandemic. The largest piece of this is that both Wednesday and Saturday markets are being held in Deering Oaks. You will find the setup there to be quite different than the usual as parking is only available on King Court Road and the Castle Parking Lot off State Street. Both Farmers Market and Tennis Court Roads are being used for the vendors who are widely spaced. Other policies include; grab and go style of shopping with no customer touching of produce, temporarily painted directional markings on the ground and hand sanitizer stations just to name a few.

CIP

City Council Approved FY21 CIP:

- Lyseth Playground Replacement 275,000
- Portland Exposition Building Renovation Plan 165,000
- Deering Oaks ADA Walkway Paving 149,000
- Riverton Preserve ADA Trail 96,000
- Wilde Chapel Emergency Repairs 75,000
- Riverton School Basketball Reconstruction 69,000
- Evergreen Cemetery Frontage Improvements 53,000
- Golf Course Improvements/ADA Updates 50,000
- Portland Public Aquatics - New Pool Engineering / Planning 50,000
- Dougherty Field Irrigation 46,000
- Merrill Auditorium Box Boom Lighting Project 40,000
- Ice Arena Rubber Flooring Completion 37,000
- Payson Park Tennis & Basketball Courts Sealing/Painting 29,000
- Longfellow Playground Climbing Net 27,000
- Department Total 1,161,000

Deering Oaks Zipline

After multiple attempts to make the custom zipline work we decided to go with a manufactured one. It has been ordered and should be installed within the coming weeks down at Deering Oaks. It consists of 3 rails. 2 are standard and 1 has an ADA chair.

Deering Oaks Pond

Pond has been cleaned after the park's crew spent close to a week there with heavy machinery. The Playground crew did some rot repair work on the Duck House and all water features will be placed and the pond will be filled this week or early next.



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Parks, Recreation & Facilities Department
Sally DeLuca, Director

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Parks, Recreation & Facilities Department
Alex Marshall, Acting Parks Director

Park Projects Update

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

- Western Prom Master Plan still near completion after a few meetings to refine and adjust some pieces. Once complete the City Council will be presented with it.
- Riverton School Playground in progress. We re-designed the playspace keeping all the same equipment but adding a much needed aesthetic feel to it. Supplies and materials will be ordered shortly and completion is on track for before school starts in the fall.
- Dougherty Field Playground: The playground has moved ahead with an online survey that went out to folks. We will close that shortly and begin the design phase of it.
- Park Walkways improvements: Our new Project Manager is moving ahead with these improvements at the Eastern Prom and Deering Oaks.
- Lyman Moore/Eastern Prom/Payson Park are moving ahead with resurfacing and striping. If possible, we will look for a completion this summer.
-