



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

July 9, 2020

5:00 PM

On Thursday, July 9, 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. §403A, 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 livestream 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?pwd=MUVLWTVFRG5jUFNxSHIEcTFISk8wZz09>

Password: P3pperm1nt

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Webinar ID: 917 1085 9101

Password: 480730

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*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: June Meeting Minutes
 - b. New Business
 - i. Nominations

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.

- ii. Open Commission Positions
- c. Communications/Updates
 - i. COVID-19 Staff Update
 - ii. Friends Group Questionnaire Update
 - iii. Subcommittee Reports
 - iv. Land Bank Commission Report
 - v. Parks Report
- d. Commissioner requests for Agenda Items



In attendance: Commission Members: Chair Cynthia Loebenstein, V. Chair Michael Mertaugh, Councilor Mayor Kate Snyder, Dory Waxman, Zack Anchors, Amy Segal, Ana Lagunez, Caitie Whelan, Jon Kachmar and Marie Gray. City Staff: Sally DeLuca, Ethan Hipple, Alex Marshall, Alli Carroll and Liz Deletetsky.

City of Portland
Parks Commission Minutes
June 4, 2020, 5:00 PM

On Friday, June 4, 2020, at 5:00 pm, the Portland Parks Commission conducted a virtual meeting using emergency legislation approved by LD 2167; 1 M.R.S. §403A, that authorizes cities and towns to conduct meetings online. This workshop was conducted remotely using Zoom.

I. General Citizen Comment Period

Sharon and Frank of the Friends of Lincoln Park came to say hello. They are eager to find out if the furloughed employees will be coming back soon. Ethan explained that budgets are tight due to the amount of revenue that has been lost due to COVID-19 restrictions. As we start to reopen, some staff will come back, but it may take a lot of time to get back to pre-coronavirus levels.

Marc Lesperance of the Friends of Baxter Woods asked about the constables and Jeff Tarling, City Arborist, patrolling Baxter Woods. He also had questions regarding the Friends Group Questionnaire the Parks Commission sent out. The Commission will be looking at the Questionnaire again to see if a second could be sent out. Ethan explained that due to the COVID-19 restrictions, they have asked additional staff in the City to patrol and enforce park rules. Jeff Tarling is a constable and able to do so.

II. Agenda Items

Liz introduced herself as she will be taking on the administrative duties Alli has been responsible for. Alli has temporarily stepped into the Principle Administrative Officer position with the Department and will be unable to continue her administrative duties for the time being. Ethan shared that the department has lost significant roles recently, including the Park Supervisor and the Financial Administrator.

Another loss the Department will soon go through, is Sally DeLuca's retirement. The Commission took time to formally thank Sally for all of her years of dedication to the park system. Everyone took a turn to thank Sally.

a. Acceptance of Meeting Minutes: May 07, 2020

Dory moved to accept the meeting minutes of May 7th, 2020. Marie seconded. Motion passed unanimously.

b. Communications/Update

i. COVID19 Staff Update

Alex shared that the City is in a hiring freeze. In spite of that, the Parks Division is still charging ahead. Jeff Tarling is taking on additional work by stepping in as the Operations Coordinator while being the City Arborist. Recreation and Aquatics staff will be going back to their summer programs shortly. The Parks Division did get approval to hire a limited amount of seasonals.

There was a general question of how the Commission could help empower the community who enjoys the park system during this time. Sally explained that what is needed most right now is staffing and that cannot be helped by outside bodies. A great example of help was when the Friends of Baxter Woods took initiative and put out signs to remind community members to pick up trash in the park.

Cynthia shared that the Parks Conservancy is also asking the same questions as the Commission. They may form a subcommittee and help Nan Cummings in finding a volunteer coordinator position. Cynthia, Dory, Michael, Amy and Ana showed interest in the subcommittee.

ii. Friends Group Questionnaire Update

The goal of the Questionnaire was to have an understanding of the financial challenges and constraints the Friends Groups are having and how the Commission can help them. The idea is to keep equity in the City. As a friends group, there is a responsibility to that and we should become a guide and help them succeed.

Zack raised a question regarding how clear the ordinance is in the Commission's role in the Friend's Groups finances. It is something the Commission should be thinking about as the ordinance is sunseting.

Marc Lesperance added that it should also align with the Friends and Community Partners Handbook which could use an update.

iii. CIP Update

There is no update at this time.

iv. Subcommittee Reports

Finance: Has not had a full meeting but did have a discussion regarding accountability and how we can be stronger in supporting the friends groups.

Community Outreach: Haven't met.

Annual Report: Haven't met.

Parks Initiative: Haven't met.

v. Land Bank Commission Report

Jon shared a handful of acquisitions at the last meeting. Two have had movement. Rand Road on the Westbrook/Portland line: has agreed upon a price with the owner and are now on the due diligence with the City and Portland Trails. Riverton Trolley Park parcel seller is interested in selling and the Commission put in a price that wasn't the asking price. There are conversations going back and forth to come to a possible agreement.

vi. Parks Report

Marie complimented Alex's work. Caitie asked about the Futsal Court. The City went out to bid but they didn't have any bidders.

Amethyst Pop Up Park has broken ground. They are demo-ing asphalt and replacing it with perennial beds. They have been working with Sail Maine to keep them operating. The park doesn't have a name yet.

Zipline down at Deering Oaks will be another exciting thing for families to do this summer. It will hopefully be open July 1st depending on the COVID-19 restrictions.



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

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

Memorandum

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

Parks Division Staffing

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

- Operations Coordinator (Jeff Tarling in an acting role)
- Arborist II
- Parks Maintenance Worker
- Athletic Facilities Supervisor
- Parks Maintenance Supervisor

Dogs on Leash Order

In May the City Council adopted an order stating all dogs must be on leash in all areas of the city except the two dog parks at Quarry Run and Valley Street. This is in effect through July 13th per order 177-1920.

Re-Opening Timeline

April

- April 25: Farmer's Market reopened

May

- May 5: Riverside Golf Course reopened
- May 15: Tennis and Pickleball Courts reopen
- May 15: Portland Rowing Club moves singles and doubles to East End Beach for club use
- May 15: Back Cove Trail parking areas reopen

June

- June 15: Basketball and Volleyball Courts reopened
- June 15: Athletic Fields reopened
- June 15: Playgrounds reopened

July

- July 1: Kiwanis Pool may reopen
- July 1: Riverton Pool may reopen for lap swim and Summer Day Camp use. Reiche pool stays closed for summer.
- July 6: Summer Day Camp starts, with strict hygiene standards and multiple sites limited to 50 each. More details to come on Camp marketing plan, etc...



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Alex Marshall, Acting Parks Director

September

- Sept 1: Trough Ice Arena reopens (tentative)

Reopening Dates TBD:

- Community Center programming
- Senior Adult Programming
- Venues (Expo, Merrill, Ocean Gateway, etc...)

Downtown Street Closures

Some downtown streets were closed to provide outdoor dining space for restaurants. This was made possible by Public Works placing and painting the barricades, our Playgrounds team constructing the custom planter boxes and our Horticulture crew planting them. A great citywide effort.

Tree Planting

The Forestry Crew has concluded their Spring tree planting season. Their efforts have added our annual 150 trees to the canopy of the city in an attempt to keep up with the removal and damage loss we sustain each year. These trees, along with the 150 from last season, are being watered each week as part of our yearly acclimation process.

FY20 End Date TBD

The City's FY20 budget did not end on June 30 due to the COVID impact on the budget process. We will have our FY21 budget approved sometime in August or September.

Park Projects Update

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

- Amethyst Lot Park Conversion: Construction is well under way and it is really shaping up nicely
- Riverton School Playground in progress. We re-designed the playspace keeping all the same equipment but adding a much needed aesthetic feel to it. Equipment has been ordered and we are looking to install it during the last two weeks of summer vacation for students.
- Dougherty Field Playground: We are preparing final concepts and site work to go out to bid in the coming weeks
- Park Walkway improvements: Our new Project Manager is moving ahead with these improvements at the Eastern Prom and Deering Oaks. Eastern Prom design is nearing completion and Deering Oaks is in beginning stages. Both will be bid at the same time to help reduce costs, if possible
- Lyman Moore/Eastern Prom/Payson Park are moving ahead with resurfacing and striping. If possible, we will look for a completion this summer.
- Futsal Court at Fox Field: Revisiting the RFP and the search for a contractor
- Longfellow School Climber: Installation is occurring in the coming weeks.