**Commission Members**: Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, Meri Lowry, William Mann, Roger Berle, Steve Morgenstein, Andrew Butcher and Councilor Justin Costa.
**City Staff:** Doug Roncarati, Michael Goldman, Ethan Hipple and Alli Carroll

# Land Bank Commission Agenda

**December 13, 2018**
**5:00 PM**
**Portland, Maine City Hall**
**389 Congress Street, Room 24**

I. Citizen Comment Period

II. Agenda Items

- i. Acceptance of Meeting Minutes: November 8, 2018
- ii. New Business
  - a. Secretary Report
  - b. Treasurer Report
  - c. Outreach Committee Report
- iii. Old Business
  - a. Update on Redlon Woods
  - b. Update on Oat Nuts Park
  - c. Update on Holbrook Street Tax-Acquired Property, 335-E-11
  - d. Update on Forest Ave. Parcel by Riverton Elementary School
  - e. Update on Paper Streets
- iv. Communications/Updates
  - a. Parks Commission Report
  - b. Parks Report

*The Land Bank Commission is responsible for identifying and protecting open space resources within the City of Portland. The commission seeks to preserve a balance between development and conservation of open space important for wildlife, ecological, environmental, scenic or outdoor recreational values.*

**Commission Members:** Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, Meri Lowry, Roger Berle, Andrew Butcher.
**City Staff:** Doug Roncarati, Michael Goldman, Ethan Hipple and Alli Carroll

# Land Bank Commission Minutes

November 08, 2018
5:00 PM
Portland, Maine City Hall
389 Congress Street, Room 24

**I. Citizen Comment Period**

No member of the public is present to make a comment at this time.

**II. Agenda Items**

**i. Acceptance of Meeting Minutes: October 11, 2018**

Simon moved to accept the meeting minutes. Andrew seconded. Roger abstained. Five in favor.

**ii. New Business**

**a. Secretary Report**

Simon said a Google Drive has been set up. This is a space for Land Bank Commission documents to live in the future so that members of the Commission have common access to it. Currently there is a project status spreadsheet on the drive. Pat added that it is time to start thinking about the annual report. Simon will prepare a draft for next month.

**b. Treasurer Report**

Andrew explained that this report is limited at the moment. If there are prior reports, he asked if they can be provided to him. He would also like clarity of policies and procedures regarding Land Bank Commission tasks. Ethan said the ordinance and the Land Bank rules would be helpful. City procurement process and TAPC association will also give more information. They discussed the Land Bank Commission funding maintenance projects through Conservation Groups the past two years and how that occured. Pat will help Andrew with reviewing Land Bank's past expenses. Ethan said that we have revenues right now but because the City is switching financial programs it is taking longer than expected to give a complete expense report. Should have them for the Treasurer before next meeting.

**c. Outreach Committee Report**

Would like to convey Land Bank activities by updating the annual report and creating an updated map of Land Bank properties. They would like to create an annual schedule for events that the Land Bank Commission should have a presence at. Commission members are happy with this plan. The Committee will create a very rough draft for input from the Commission in January. December will be focused on a discussion.

**iii. Old Business**

**a. Update on Oat Nuts Park**

Pat stated that survey work is being done. Should be completed in November.

**b. Update on Redlon Woods**

Pat stated that survey work is being done. Should be completed in November.

**c. Update on Forest Ave. Parcel by Riverton Elementary School**

Pat stated that the City is continuing to offer the original amount.

**d. Update on Holbrook Street Tax-Acquired Property, 335-E-11**

Pat stated that the additional environmental assessment work is underway.

**e. Update on Paper Streets**

Pat explained that the adjacent property owner of paper streets absorbs that land. Staff believes that this is the same case for Land Bank properties. Michael Goldman is making sure it does not need to be re-approved by City Council.

**f. Update on TAPC List**

Doug, Pat and Kara reviewed the updated TAPC list and none had conservation value. Commission thanked them for reviewing the list.

**iv. Communications/Updates**

**a. Parks Commission Report**

Unfortunately, Meri was not present at the last meeting and does not have a report at this time.

**b. Parks Update**

Maine Conservation Corp finished their work.

Rededicating the Jacob Cousins Memorial tomorrow at 10:30 AM.