



Commission Members: Chair Dory Waxman, V.Chair Nathan Robbins, Councilor Brian Batson, Craig Lapine, Cynthia Loebenstein, Meri Lowry, Michael Mertaugh, Chelsea Malacara, Colette Bouchard, Zack Anchors, Amy Segal, Ana Lagunez and Marie Gray.

Parks Commission Agenda

January 3, 2019

5:00 PM

Portland City Hall

389 Congress Street,

Council Chambers

*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
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 - ii. October Meeting Minutes
 - iii. November Meeting Minutes
 - b. New Business
 - i. Impact Fees
 - ii. Friends of Western Promenade
 - iii. Hadlock Field Update
 - c. Communications/Updates
 - i. Subcommittee Updates
 - ii. Parks Update
 - d. Commissioner requests for Agenda Items



In attendance: Commission Members: Chair Dory Waxman, Vice Chair Nathan Robbins, Cynthia Loebenstein, Meri Lowry, Michael Mertaugh, Colette Bouchard, Zack Anchors, Amy Segal, and Ana Lagunez. Staff: Sally DeLuca, Ethan Hipple, Matt Coleman and Alli Carroll. Member of the public: Patsy Wiggins of the Friends of Eastern Promenade and George Rheault of West Bayside.

Parks Commission Minutes

September 6, 2018

5:00 PM

Portland City Hall

389 Congress Street, Room 24

Dory called the meeting to order at 5:06 PM.

I. General Citizen Comment Period

George Rheault of West Bayside suggested that the CIP be vetted by the public at large. He referenced a time when former Mayor Baxter pushed many parks initiatives that the public denied. This could be a great idea for the current CIP list. Rowe School has a middle school sized gym due to the lack of community centers. The City is spending \$25 million at the waterfront but not in the residencies. He is disappointed that the Commission is ready to vote on the CIP today.

Patsy Wiggins of Munjoy Hill is the Executive Director of the Friends of Eastern Promenade. She wanted to thank the Commission and the Department for their hard work.

Dory thanked both of them for coming.

II. Agenda Items (*public comment taken on action items only*)

a. Acceptance of Meeting Minutes

i. Acceptance of July Meeting Minutes

Michael moved to accept the July meeting minutes. Meri seconded. All in favor. Passed unanimously.

ii. Acceptance of August Workshop Minutes

Cynthia moved to accept the August workshop minutes. Zack seconded. Amy abstained. Seven in favor. Motion passed.

b. New Business

i. New Parks Manager Introduction

Dory introduced Matt Coleman, the Parks, Recreation & Facilities new Parks Manager. Matt shared with the Commission his background. He was with Monmouth County in New Jersey for fourteen years. He started as a Park Ranger and moved up to become the Assistant Parks Superintendent. He has been to Portland once before with wife and first born and loved the atmosphere. He is truly excited to come on board. The Commissioners then shared their names and history with the Commission and welcomed Matt.

ii. Annual Report

Michael wanted to make a change to the mission statement. Zack agreed. The Commission discussed the grammatical changes.

Michael moved to change the mission statement from "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." to "The Mission of the Portland Parks Commission is to advocate for the enhancement and stewardship of our parks and open spaces, to review and propose projects that impact parks and open spaces and recommend appropriate action, to foster collaboration among park users and the City, to promote public access and enjoyment of our parks and open spaces, and to advocate for public and private funding for parks and open spaces. Enjoy Portland for Life!" Cynthia seconded. All in favor. Passed unanimously.

Nathan joined the meeting at 5:32 PM.

Nathan thanked everyone for the help on the report and the attention to detail. The Commission continued to discuss potential changes.

Meri would like to change the inventory to say 2018.

Meri moved amend Appendix C: Park Inventory to say Appendix C: Park Inventory 2018.

Nate seconded. All in favor.

The Commission then went through the Annual Report for final edits. The following changes need to be made:

- Commissioner terms need to be edited.
- Zack's name is misspelled.
- The Friends of Evergreen need to be added to page 21.
- A sentence will be added to the beginning of section 5 so that everyone knows it's a mix of ideas of individual Commissioner and ideas of the Commission.
- University Park is a Land Bank property and is not included in the Parks Ordinance.
- There isn't a parks infrastructure.
- On page 24, delete second 3b. ii.
- On page 24, delete section 3b and begin the section with what is stated under 3b.i.
- Add language under Appendix C stating "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."
- Update the Parks Friends Groups List on page 28 to match the contact list Alli has.
- Add Portland Trails information under section 3.4 Partner Opportunities.
- Edit mission statement on page 6.

Meri moved to accept the October 2016 - May 2018 Portland Parks Commission Report as amended and recommended that it be brought to City Council for acceptance. Michael seconded. The motion passed unanimously.

iii. CIP Recommendation

Michael moved to approve the Parks Division CIP list and recommend that they bring the list to City Council for approval. Nathan seconded. All in favor. Passed unanimously.

c. Communications/Updates

i. Offsite Meetings

Dory would like to do off site meetings in November, February and May. Possibly at Rowe, Longfellow and Riverton Elementary Schools.

ii. Subcommittee Updates

There are no updates at this time. Dory suggested all subcommittees meeting before the next Commission meeting and write their mission statements.

iii. Parks Division Updates

Ethan shared that their biggest news is that they hired Matt Coleman. They will be wrapping up the Memorial Field project on Monday. Lyseth/Lyman Moore field irrigation and drainage is about 80% done. Parks Signs are in production.

Cynthia moved to end the September meeting. Nate seconded. All in favor. Passed unanimously.



In attendance: Commission Members: Chair Dory Waxman, Vice Chair Nathan Robbins, Cynthia Loebenstein, Colette Bouchard, Zack Anchors, Amy Segal. City Staff: Sally DeLuca, Matt Coleman, David MacLean, Meaghan Void, and Alli Carroll. Members of the public: Director of Friends of Congress Square Park Dela Murphy, President of Friends of Deering Oaks Park Anne Pringle, Executive Director of Friends of Ft. Gorges Paul Drinan, and Portland resident George Rheault.

Parks Commission Minutes

October 04, 2018

5:00 PM

Portland City Hall

389 Congress Street, Room 24

I. General Citizen Comment Period

George Rheault requested that the vote to accept the September meeting minutes be postponed because he would like to submit an amendment to his comments. He suggested that the meetings could be taped. It would be a great way to show the community what the Parks Commission is doing each month. The new Rowe Elementary School specifically spent more money for a new middle school sized gym. He wonders why this isn't being done for all gyms, however, it would be really terrific if they were 24/7 community centers to allow recreation to expand. Lastly, Preble Street is not a shelter. He asked if there was a mistake in the agenda. Sally said it was a typo and it would be corrected. George will submit his amendment for his public comment in the September minutes.

Paul Drinan of Westbrook and the Executive Director of the Friends of Ft. Gorges appreciated the Commission's efforts to have offsite meetings. He invited the Commission to have a meeting out in Ft. Gorges. It would be great for those Commissioners who have not been out there to experience it.

Anne Pringle, the President of the Friends of Deering Oaks Park handed out their newsletter. There are more than 1,000 trees in Deering Oaks Park. The newsletter highlights the tree growth problem in the park. She hopes the Commission takes time to read it. Cynthia wonders if the park trees are on the GIS Map. Sally said they are not yet.

II. Agenda Items (*public comment taken on action items only*)

a. Acceptance of Meeting Minutes

i. Acceptance of September Meeting Minutes

The September meeting minutes have been moved to the November meeting.

b. New Business

i. Preble Street Resource Center Update – *David MacLean of Health and Human Services and Dela Murphy of Friends of Congress Square Park*

Preble Street Resource Center is closing at noon now. People will still be able to get meals daily though. This is on the agenda so that everyone can talk as a community. An invitation was extended to Dela Murphy of the Friends of Congress Square Park to discuss strategies they have employed in the park. The parks and Portland Public Library will probably see a large influx of homeless soon.

David MacLean of the Health and Human Services Department said that this is a topic that bears discussion. Unfortunately, Oxford Street Shelter does not have the capacity to be able to take on some of the load. They obtain their funding based off of providing emergency care.

Preble Street Resource Center has logged four hundred individuals in a day. Oxford has 100 individuals throughout the day and only those staying at night are going to be able to access the interior and courtyard. At this time, it has only been a couple of days so it is too soon to see the impact on the shelter or the community.

Staff have been looking to see where people are now. It seems as though they are dispersed throughout the neighborhood. Unfortunately, there have been incidents where they have been interfering with private property rights. There is an outdoor bathroom facility at Oxford Street Shelter and that is and will continue to be used by anyone.

Meaghan Void agreed with what David said and reiterated that they have not seen the full impact at this stage. As the weather changes it may increase drastically. They do have a direct phone line to who is in charge of shelter that is given to the Bayside Neighborhood Association in case something is happening around that area where they would need the shelter's services. Anyone else should still call emergency services.

Dory asked if the HOME team will be extending their hours. David said that has not been discussed yet. He suggested the PATH program through Opportunity Alliance. They would be a good place to call besides emergency services. Dory asked if Preble Street met with other providers before they made this decision. David said that they met with the City about three weeks prior to it being effective.

Sally introduced Dela Murphy. She thanked David and Meaghan for the work that they do. She explained that the health, well-being and safety of those in the parks is very important to the Friends of Congress Square Park. After a recent assault in the park, they are interested in learning and being trained in more safety procedures. She gave examples of escalated situations where police did not show up or not in a timely matter. The Friends Group is not sure who to go to to give their neighbors the assistance they need. The Parks Commission could be the convener and can provide training and information to help the situation.

Anne Pringle of the Friends of Deering Oaks Park explained past issues of drinking and drugs in the park. She expressed her concern of the situation getting worse if it's not enforced. TIQA has had increased vandalism from those using the bathrooms. The porter potties are also an issue. David shared that the Emergency Shelter Assessment Committee (ESAC) is a gathering of all of the community entities that can help solve this. They meet every third Thursday at 9:00 AM at One City Center.

Sally asked if there is a list of resources. Meaghan said if they do not have one then they can most certainly create one. Sally wants to make sure the parks do not become a social service agency. We want to protect our neighbors, supporting our neighbors, and use the resources that could really help them. Dave and Meaghan reiterated that PATH and emergency services are here to help. All issues will be addressed in the ESAC meetings. Sally would like a coordinated strategy to handle this and make sure that we all have the right resources. Nathan agreed and said that there are much bigger issues involved that the Parks Commission can handle and want to make sure that the Commission focuses on how they can effectively help. The Outreach Subcommittee will look further into this and consider how they can move forward. Sally ensured the group that City Council will be looking at the homelessness ordinance. That is another way the Parks Commission can contribute.

c. Communications/Updates

i. Subcommittee Updates

Parks Initiatives met last month and unfortunately, Deb Andrews and Joe Dumais couldn't attend. How much signage placed in Evergreen Cemetery can be sensitive to it's historic nature. Each sign will have a map on it and it will have a virtual feature. Deadline to get the writing done is next week. They will then be reviewed by historians. Finally, they will meet with graphic designers. Finance met this week. Alli showed the Commission the updates to the website and how the virtual gift catalog was going.

Annual Report has created a draft mission for the subcommittee. The Annual Report is also on the October 15th City Council agenda.

ii. Parks Division Updates

Matt went over the parks report. He spoke of the maintenance manuals that he is working on for each park. The benches for Cousins Memorial have arrived and should be wrapped up soon. King Middle School worked with the forestry division and horticulture staff at Deering Oaks Park to do plantings by the porter johns. They did a great job and Matt encouraged the Commission to go see them. They are preparing seventy water surfaces for winter. The park ranger is going to work directly with Matt. Would like to expand the Park Ranger program because it could be a great asset to our parks. The parks crew will also work directly under Matt to help facilitate the maintenance manuals.



In attendance: Commission Members: Chair Dory Waxman, Vice Chair Nathan Robbins, Cynthia Loebenstein, Zack Anchors, Craig Lapine and Amy Segal. Staff: Sally DeLuca and Alli Carroll. Members of the public: George Rheault, Anne Pringle of Friends of Deering Oaks Park, and Leila Pike of Friends of Western Promenade.

Parks Commission Minutes

November 1, 2018

5:00 PM

Riverton Community Center, Cafeteria

1600 Forest Ave.

Portland, Maine 04103

I. General Citizen Comment Period

Leila Pike of Pine Street is representing of board of the Friends of Western Promenade. They wish to be placed on a future agenda to publicly introduce themselves. She shared the history of the group. They have an application in for a 501c3 and secured grant funding to write a master plan. Sally suggested that she look at the friends handbook online and would like to meet with her. Dory thanked her for coming and they're excited.

George Rheault of Bayside had a few questions for the Commission. He asked why the construction of the Futsal Court was moved to 2019 when it has been planned for 2018. Also, Public Works operations are moving out of Bayside; he wonders what the plans are for winter operations and equipment locations. Finally, he was curious of the Opbox installation in Congress Square Park.

Sally responded by saying the department has twenty-two other projects that they are currently working on that took precedence. Recreation has stepped up and will be doing a futsal league in the community centers this winter. Congress Square Park rented an Opbox as an experiment to hold games and such for the public visiting the park. Other Friends Groups have also shared interest in them. She will be doing an RFP to obtain one. As for winter operations, Sally does not want to speak for Chris Branch and what his plans are for the streets.

II. Agenda Items (*public comment taken on action items only*)

a. Acceptance of Meeting Minutes

i. Acceptance of September Meeting Minutes

This meeting does not have a quorum. Acceptance of minutes will be moved to the next meeting.

ii. Acceptance of October Meeting Minutes

This meeting does not have a quorum. Acceptance of minutes will be moved to the next meeting.

b. New Business

i. Parks, Recreation & Facilities Organizational Chart

Sally explained the organizational chart. The department has about 250 full and part time and 250 seasonal and on call staff that are either nonunion or part of Labor and Trades, Ceba, Supervisors or Protech Union under AFSME. Sally said that after it's recent split with the

Waterfront Division, the department has settled and there are no major changes planned for down the road.

ii. ESAC Meeting and Review - Sally and Outreach Subcommittee

Sally, Dory, Marie Gray and Anne Pringle joined the ESAC meeting to express their issues with the Preble Street Resource Center hours change. There were a lot of people who work with and try to help those who are homeless present. Loss of funding plays a role in what is occurring. Anne believes that the City needs to enforce the park rules more. The Parks Commission is a guardian of the parks but they are not sure what their role is through this process. There was a question of whether or not there was an overarching group that manages all of the groups who play a part in helping the homeless. Unfortunately there is not. Dory and Sally would like to meet with the City Manager about this issue at a later time.

iii. District 5 Park Project Overviews and Park Powerpoint

Matt Coleman shared a presentation of the parks employees and what they have been working on throughout the year. He highlighted many improvements that are occurring in District 5. He shared the seasonal work at Ludlow Pond, prepping for winter activities, Riverton school tennis court resurfacing, field improvements at Deering High School, Riverton Trolley Park trail connections to water access at Presumpscot River, collaborative plantings at Riverton Trolley Park, and playground improvements at Deering Oaks.

c. Communications/Updates

i. Subcommittee Updates

Outreach Subcommittee: Amy shared that they would like homelessness in the parks to be the theme of the greenspace gathering this year. They would also like the public access channel to record any of the speakers we get on this topic. They could show things done in other cities and share resources with attendees. Nathan would like to hear from the friends groups too regarding this topic.

Parks Initiatives: Cynthia shared that they have written the draft of the content and are getting an estimate. The content has been vetted by historians to make sure the information is accurate. They are also looking into a mobile app or online version of the signs.

Annual Report: Nathan shared that it was presented to City Council last month. They were very impressed.

ii. Parks Division Updates

Dory shared that the Parks Conservancy found a Executive Director and they will be announcing it in about ten days.

III. Commissioner requests for Agenda Items

There are very few agenda items for the December meeting. A poll will occur between commissioners to see who will be around to have a meeting during the holiday season.



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Matt Coleman
Parks Director

Department of Parks, Recreation & Facilities

Memorandum

TO: Land Bank Commission

FROM: Matt Coleman, Parks Director, Parks, Recreation and Facilities Department

SUBJECT: Parks Division Update

DATE: December 2018-January 2019

Park Project Update

- Deering Oaks Playground Improvements: Net climber and wood chip safety surfacing installed. Boring samples have been collected and waiting for review and design/install recommendations for zip line.
- Futsal Court, Fox Field: Funded by CDBG, planning for early Spring construction
- Rowe Elementary School: Playground installation almost complete with a few punch list items remaining and a final safety inspection by staff.
- Park Signs: Phase 1 installation of smaller park welcome signs nearly complete. Locations for larger signs have been prepared for installation.
- Dougherty Field: Playground design and community input as well as skatepark expansion design starting this winter.
- Payson Park: Musco lighting equipment has been delivered to the softball field. Monitoring ground conditions to determine if poles can be installed this winter. Confident project will be complete before April 1 deadline.

Fall Maintenance

The early snow events postponed efforts to conduct leaf mulching and removal. Parks crew have now started in Deering Oaks and will move on to smaller parks. Annual field mowing has picked up again. Staff will make this a priority to maintain our urban meadows before winter and snow settle in.

"A Walk In the Park" Series

Mark your calendar and wear something warm for the next round of our series. Join our staff in January for Oak Nuts Park Snowshoe or Walk TO Presumpscot Falls. February will offer Evergreen Cemetery Woods XC Ski and Snowshoe.

Skatepark Expansion Committee



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Matt Coleman
Parks Director

Department of Parks, Recreation & Facilities

Next meeting will focus on fundraising strategies. We are looking to get a fundraising professional to come give a training to help the group get going in the right direction. To date we have raised just over \$15,000. Our goal is to reach \$100,000.

Parks Division Staff Update

Candidates were interviewed for the Horticulture Maintenance Worker position and a recommendation to hire was submitted. After interviewing one candidate for the Athletic Facilities Supervisor position, it was decided to post the position again in hopes of attracting a greater applicant pool.

Forestry Update

Staff continues to take advantage of the weather and work on the long list of stump removal. Efforts are ongoing to improve use of City Works for processing, prioritizing, and scheduling work orders. Holiday lights and trees have been completed throughout the city. This is a large undertaking by staff to complete while staying on top of daily tasks.

Portland Container Company

Progress continues with placing OpBox in parks. Payson Park sledding hill is the likely location for one or two of the containers. The intention will be to further activate the park and provide visitors with the comforts of food and beverage while enjoying winter activities.

Winter Recreation in Parks

As temperatures drop and the snow flies, we are setting up all winter recreation sites. Payson Park and Eastern Prom sledding areas are ready to go. Ice skating areas are monitored and condition for all activities are continuously updated on our website.

Sidewalk Plowing Operations

We continue to make adjustments to our sidewalk plowing map. The first few snowstorms have allowed us to make changes to current routes. We have met with school officials and have developed a school priority layer to our map. This identifies areas in each route that need to be cleared first to ensure safety of students walking to school. Also, this winter we will utilize new software that will allow real-time monitoring of all snow plow units in the field.