

1. Parks Commission November Meeting

Documents:

PARKS COMMISSION AGENDA 11012018 (1).PDF
PARKS COMMISSION MINUTES 09062018.PDF
PARKS COMMISSION MINUTES 10042018.PDF
PARKS REPORT NOVEMBER 2018.PDF



Commission Members: Chair Dory Waxman, Vice 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
November 1, 2018
5:00 PM
Riverton Community Center, Cafeteria
1600 Forest Ave.
Portland, Maine 04103

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!

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| I. | General Citizen Comment Period | (5 min) |
| II. | Agenda Items (<i>public comment taken on action items only</i>) | |
| | a. Acceptance of Meeting Minutes | |
| | i. Acceptance of September Meeting Minutes | |
| | ii. Acceptance of October Meeting Minutes | (2 min) |
| | b. New Business | (60 min) |
| | i. Parks, Recreation & Facilities Organizational Chart - Sally | |
| | ii. ESAC Meeting and Review - Sally and Outreach Subcommittee | |
| | iii. District 5 Park Project Overviews - Matt | |
| | iv. Park Powerpoint - Matt | |
| | c. Communications/Updates | (20 min) |
| | i. Subcommittee Updates | |
| | ii. Parks Division Updates | |
| III. | Commissioner requests for Agenda Items | (2 min) |

City of Portland Commissions are not required to take public comment under FOIA 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 recommendation to the City Council, public comment is available at that level.



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.

Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Matt Coleman
Parks Director
Department of Parks, Recreation & Facilities

Memorandum

TO: Parks Commission and Land Bank Commission

FROM: Matt Coleman, Parks Division Manager, Parks, Recreation and Facilities Department

SUBJECT: Parks Division Update

DATE: November 2018

CIP

Staff have collected quotes, plans, photos and other backup documentation for FY 2020. All information has been submitted to PRF Director for review. Next is final submission to City Manager and Finance Director.

Park Projects Update

- Cousins Memorial Reconstruction: 7 benches have been installed at the site, completing the project.
- Deering Oaks Playground Improvements: Net climber will be installed the first week of November. Zip line installation and other site improvements remain.
- Futsal Court, Fox Field: Funded by CDBG, planning for early Spring construction
- Island Playground Improvements: Wood-chip surfacing and installation of swings remain at Cliff Island. Great Diamond Island site work is currently underway. Peaks Island is halfway complete, erecting net climber is the last step.
- Park Signs: Installation on smaller park welcome signs has started on fencing. Several parks now have welcome signs mounted on 6x6 cedar posts. We will continue to install the new signage as weather permits.
- Lyman Moore Field Improvements: Athletic field improvements completed. Staff has been trained on operation of irrigation system and the field is prepped for winter
- Dougherty Field Playground: Design phase and community input to start Fall 2018.
- Rowe Elementary School: Tree planting was one of the main projects at the school. The crew planted 16 new trees at the site in challenging conditions due to site construction and student activity, not to mention the tough soil condition.

Forestry Update

Staff are working on revising city code to specify fines for illegal/unauthorized tree cutting. Will require Council approval. We have been meeting to discuss strategies to improve the process of fulfilling requests using City Works and See Click Fix. Our goal is to improve workflow and customer service.

Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Matt Coleman
Parks Director
Department of Parks, Recreation & Facilities

Deering Oaks Pond

Pond is drained and duck house removed. This will be followed up with cleaning of pond bottom and repairs to a failed section of stone wall caused by a storm water washout.

Interactive Map of Evergreen Cemetery

We are excited to offer a new interactive map of Evergreen Cemetery. This interactive map will allow you to search for loved ones and the many famous burials at Evergreen Cemetery. Searching can be done by name, age and other parameters.

Maine Conservation Corps

A six crew member team have been working on trail improvements at Presumpscot River Preserve. This was a cooperative with Portland Trails staff.

Fall Maintenance

Staff are using this precious time before winter to accomplish various tasks throughout our city parks. Parks crew are mulching and removing leaves, mowing our meadows and fields, and training staff on our sidewalk plowing procedures. Forestry and Horticulture crews are catching up on stump grinding, tree pruning, preparing beds for spring flowering and chipping away at the large amount of public requests. Cemetery and athletic facilities crews are prep their areas for the coming winter.

Skatepark Fundraising

Our latest meeting concentrated on developing plan to increase size of Fundraising Committee to 10, working on grant applications and institutional giving campaigns, and developing fundraising training for the group.

Parks Division Staff Update

Interviews were conducted and the candidates for the Evergreen Cemetery Administrative Associate and Horticulture Supervisor have been selected and notified. Next round of interviews will be for the Athletic Facilities Supervisor position.

Portland Container Company

Met with Portland Container Company about Opportunity Boxes in Portland Parks. These customizable shipping containers can be placed on a location and used for small-scale retail, food, beverage or recreational uses. We are looking to set up a pilot program where we would license OpBox to operate and rent space to vendors with a recreational focus (bikes, scooters, kites) or food focus (coffee, food). This has great potential to help activate parks and add activities that will draw park visitors. We recently met and are considering a vendor at the Eastern Promenade sledding hill for the winter. They would be serving hot chocolate, coffee, and treats for park visitors to enjoy.

Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Matt Coleman
Parks Director
Department of Parks, Recreation & Facilities

“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.