

## 1. Parks Commission Meeting

### Documents:

[PARKS COMMISSION MINUTES 11022017.PDF](#)  
[PARKS COMMISSION AGENDA 01042017.PDF](#)  
[PARK COMMISSION AND LAND BANK REPORT 2017-12.PDF](#)



**In attendance:** Commission Members: Dory Waxman, Chair, Councilor Belinda Ray, Carol Hutchins, Craig Lapine, Cynthia Loebenstein, Michael Mertaugh, Nathan Robbins, Chelsea Malacara, Colette Bouchard, Zack Anchors and Amy Segal. Staff Members: Ethan Hipple and Alli Carroll. Members of the Public: Alex Pozzy and George Rheault.

**Parks Commission Minutes**  
**November 02, 2017, 5:00 PM**  
**Portland City Hall**  
**389 Congress Street, Room 24**

**I. General Citizen Comment Period**

Alex Pozzy of North Deering began the public comment period. He was here last month and brought up the fact that the City of Portland needs a lot more athletic fields. He believes very strongly that this is not an optional thing. The longer the City waits the harder it is because the population is growing. He brought 63 acres in the Stroudwater area to the Commission's attention. With new fields, he would like to bring disc golf to Portland.

George Rheault requests that the Commission's email gets put on agenda and that the meetings should be recorded. He said 22 Hope Avenue is a large subdivision on the planning board level but he is concerned that this has not been presented to the the Parks Commission members. He then went on the discuss the "10 Minute Walk to a Park" campaign. He said that not every 10 minute walk is equal and he would like to see the methodology behind this released to the public. Finally, Bayside Learning Community serves about 30 children and has been without a playground since the school has been relocated. The City should consider creating a playground for them.

**II. Agenda Items**

**a. Acceptance of Meeting Minutes October 05, 2017**

Michael gave Alli minor corrections. Belinda Ray moved to accept the minutes as amended of the October 5th, 2017 Parks Commission meeting, Dory seconded. Passed with 8 in favor. Craig, Cynthia and Nathan abstained.

**b. New Business**

**i. Rake and Bake Invite**

Ethan described the event as a team building exercise for the employees. This event occurred many years ago and now the City is bringing it back. It would be nice to see the Parks Commission there. It will be at Western Cemetery. RSVP with Alli.

**c. Communications/Updates**

**i. Subcommittee Reports**

The Community Outreach Subcommittee (Zack, Jaime, Amy and Sally) met. Their focus is on the months ahead and engage with the friends groups. They had drafted a letter to them inviting them to a meeting for an opportunity to present particular issues or ideas, and to remind them of what the Parks Commission does and how they can work together. They would like the Commission's input on the letter. Amy is working on the email list to check that they have every group. Alli will put both onto Google Drive for everyone to access easily. The Commission showed concern of the groups expecting them to fix all of their problems. Ethan said that it is always important to hear from the groups but to balance that with the bigger picture. It would also be important for the groups to present what they are currently doing in the parks.

The Parks Initiative Committee (Cynthia, Carol, Jaime, and Ethan) met. Ethan had an idea for an initiative and they would like the blessing before it goes off. They would research different places that have a correlation to Baxter Trail and develop an online trail similar to the Forest City Trail.

Michael reported that the Finance Subcommittee did not have a chance to meet as a whole but Dory and he met to discuss the focus of the group. There are two broad missions: one is fundraise and the second is to make changes in the mobilization of funds. Haven't had a meeting but met with dory about the focus of the group. Dory and Chelsea will help with fundraising. They are adding Craig to the subcommittee.

Dory mentioned Meri's letter that she had emailed to the Commission since she couldn't attend this months meeting. She had suggested that the Parks Commission create a moratorium on raising money or writing grants while the Parks Conservancy gets their feet on the ground. Potentially a two year waiting period. Dory has sat at a few of the Blue Sky Commission and says it may be premature to make that kind of decision. She believes that they should wait until the Blue Sky Commission comes to the Parks Commission with a presentation of their definite plan for the future. Councilor Ray said the ordinance would have to be changed in order for them to create a moratorium.

Nathan reported that the Annual Report & Inventory Committee has not met. He has marked up the 2016 annual report and sent it to everyone. He did meet with Travis Wagner to get an understanding on how to go about this. The ordinance says they need to submit it to City Council so that should be our main focus. Councilor Ray proposed that because this report should be done now that we go to council and present last years and focus on one for next year. Questions came up about lining up the annual report with the budget and CIP process. Councilor Ray said that September would be a good time to present it so that the Council has a packet of information to be prepared for the CIP and budget process.

**ii. Pesticide Update - Ethan**

This is at Council level now. Right now, there are three year exemptions for public safety at high use athletic facilities. The golf course still has an exemption. Some of the practices, though, the City is already doing. Takes more time and labor so the City is looking at additional labor costs. This will first affect the City and then later, the citizens. Ordinance will not impact sales of pesticides but it will impact citizen use.

**iii. Monthly Parks Report - Ethan**

The Parks Division is cleaning up after the storm on Monday. There are 175 known locations where they are cutting down trees, and a lot of those locations have multiple trees or wires tangled up in them which means we need CMP to help but they have a lot of other priorities right now. Parks will hit the City district by district. This will take about a month. Priorities are streets, sidewalks, school routes, and then parks.

Fort Gorges project may need to go into next week. Getting closer and closer to finishing.

The City is 87% in compliance with the “10 Minute Walk to a Park Initiative” with the Trust for Public Land ([www.10minutewalk.org](http://www.10minutewalk.org)). This refers back to the Open Space Study (<https://www.portlandmaine.gov/DocumentCenter/Home/View/14562>). 100% is the goal. We are currently working with Portland Trails on how the metrics were done and if it included trails. The Redlon Woods acquisition, if passed by City Council, would help increase our percentage, and fill in a gap that will help some of the Libbytown Neighborhood.

**iv. Blue Sky Commission Update**

Sally is currently at the Blue Sky Commission’s meeting. Ethan said that they have gone through bylaws and memorandum. They have been working on a lot of technicalities but things are moving along smoothly.

**d. Commissioner requests for Agenda Items**

Councilor Ray suggested adding Alex Pozzy and will get his contact information to Ethan.



**Commission Members:** Dory Waxman, Chair, Jaime Parker, Vice Chair, Councilor Belinda Ray, Carol Hutchins, Craig Lapine, Cynthia Loebenstein, Meri Lowry, Michael Mertaugh, Nathan Robbins, Chelsea Malacara, Colette Bouchard, Zack Anchors and Amy Segal.

### **Parks Commission Agenda**

**January 4, 2017**

**5:00 PM**

**Portland City Hall**

**389 Congress Street, Room 24**

*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*

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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 November Meeting Minutes                            | (5 min)  |
| b.   | New Business  | (20 min) |
| c.   | Communications/Updates  | (60 min) |
| i.   | Blue Sky Commission Update – Simon                                |          |
| ii.  | Subcommittee Updates  |          |
| iii. | Parks Division Updates - Ethan                                    |          |
| d.   | Commissioner requests for Agenda Items                            | (5 min)  |

*City of Portland Commissions are not required to take public comment under FOIA and are 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.*



Sally L. DeLuca  
Director

Department of Parks, Recreation & Facilities

Ethan Hipple  
Deputy Director

Department of Parks, Recreation & Facilities

### Memorandum

**TO:** Parks Commission and Land Bank Commission

**FROM:** Ethan Hipple, Deputy Director, Parks, Recreation and Facilities Department

**SUBJECT:** Parks Division Update

**DATE:** December 2017

Hello Parks and Land Bank Commissioners,

As you may have noticed by the new title above, I have a new position within our Department as Deputy Director of Parks, Recreation and Facilities. This position has been created in the Department to add capacity for project planning and management and to continue efforts to activate parks with recreational programs and events. The Deputy Director will directly oversee both the Parks and Recreation Divisions.

I'm very excited for the new position and see it as a way for us to continue to activate and improve our world-class park system by bringing our Parks and Recreation Divisions even closer together. I'll continue to be a presence at Parks Commission meetings with Sally DeLuca, and will also staff Land Bank. In addition, this new position will be helping to coordinate efforts with the new Parks Conservancy and other Friends Groups.

We will be hiring a new Parks Division Manager (the position I have been in for the past 2 years) to continue to oversee the daily operation and project management for our Parks Division (parks, playgrounds, athletic facilities, cemeteries, forestry, horticulture, community gardens and cemeteries). Keep your eye on the city employment page to help us spread the word:  
<http://www.portlandmaine.gov/324/Jobs>

Take care and Happy Holidays!

Ethan H

### **October 30 Wind Storm Response**

Coordinated Division response to 10/30/17 Wind Storm event: pulled Forestry, Horticulture, Parks, Playground, Cemetery, Public Works crews together to triage and respond to over 200 downed trees and leaders. Work will be ongoing for Forestry and Horticulture for a month or more. In addition to clearing trees in city streets and rights of way, crews have tackled downed trees in parks, as well as miles of trail clearing. Coordinating with FEMA for reimbursement.

### **Open Positions**

Recently filled a Parks Maintenance position, and are in the process of filling open positions in



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Horticulture (new), Forestry and Cemeteries. We will also be hiring for a new Parks Division Manager to oversee parks, playgrounds, athletic facilities, cemeteries, forestry, horticulture, community gardens and cemeteries. <http://www.portlandmaine.gov/324/Jobs>

### **CDBG Grant Application**

Applying for Community Development Block Grant for Dougherty Playground. Enlisted Libbytown Neighborhood Association in helping to write grant, provide in-kind design services, obtain letters of support. If approved, project would consist of replacing and improving existing Dougherty Field Playground.

### **Back Cove Snow Ban Parking**

Met with Traffic/Public Works/Parking about allowing Snow Ban Parking at Back Cove. ¼ of lot will be reserved for recreation use at all times, the rest will remain no overnight parking, with the exception of snow bans.

### **Baxter Sundial Park Expansion**

Making plans for temporary traffic changes at corner of Vannah and Clifton to run a pilot program to eliminate slip lane and increase size of Baxter Sundial Park. To be implemented Spring 2018.

### **Sail Maine**

Ongoing meetings with Sail Maine concerning moving docks and buildings to conform with existing license and site constraints. They will be applying for new license from city, and the city looks forward to continuing to support community boating on this site.

### **Skatepark Expansion Committee**

Convened a committee of residents, business owners, stakeholders and skaters to raise funds for planned Portland Skate Park expansion at Dougherty Field. Parks Division has submitted \$240,000 request in 2019 CIP. We are currently seeking community members with grant writing and fundraising experience to sit on this committee to help raise \$100,000 towards \$340,000 total cost.

### **Meadow Mowing**

Annual mowing of meadow areas throughout city takes place in November. More info on our Urban Meadows here: <https://www.portlandmaine.gov/1948/Urban-Meadows>

### **Holiday Lighting**

Forestry and Horticulture crews have been busy installing Holiday Tree at Monument Square, as well as holiday lighting throughout downtown district and City Hall.

### **Community Garden Expansions**



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Touring city owned lands with Cultivating Community staff to evaluate sites for future garden development or expansion. Currently 400 garden plots at 10 city gardens with 200 people on the waiting list. Only 40 spots turn over per year, so there is a multi-year wait. The goal is to add capacity to reduce wait times for a plot.

### **Fort Gorges Special Event Planning**

Site visits to Ft Gorges with Event Permitting staff, police, fire and legal to discuss possibility of future special event permitting on the island. Groups have been requesting use of this park site for special events and city staff are evaluating safety, egress, fall hazard, crowd control and other factors to determine if this will be feasible.

### **Fort Gorges Army Corps Project**

The Army Corps Hazard Mitigation project is complete as of early December. Safety railings and gates have been installed throughout the fort at no cost to the city.

### **Fort Gorges Preservation Plan**

Planning is complete for Preservation Plan. City hired Resurgence Engineering to develop plans and construction drawings for repair of Fort Gorges casemates and to stabilize the historic structure. Funding will likely come as a 50/50 split between Capital Improvement program and private fundraising.

### **“A Walk In the Park” Series**

Our monthly series of Park walks and lectures continued with “Portland Parks, Past and Present” slideshow on December 6th at Ocean Gateway.

- Upcoming events: XC Ski through Evergreen, Snowshoe through Presumpscot River Preserve
- More info at: <http://www.portlandmaine.gov/1990/A-Walk-In-The-Park-Tours-and-Talks>

### **Rake and Bake**

Held Rake and Bake volunteer fall cleanup event at Western Cemetery. Over 45 attendees, worth repeating in future, would love to include Parks Commission and Land Bank members. Leaves and pine needles delivered to community gardens for compost.

### **Lincoln Park Holiday Lighting**

Held Lincoln Park holiday lighting event on December 6th to celebrate the installation of Pandora's lights in Lincoln Park. Thanks to city crews for coordinating utilities and to Friends of Lincoln Park for finding funding for the installation. City will continue to pay for electricity as with other Pandora installations. Pandora's lights will run through March 2018.

### **Evergreen Cemetery Wall (Stevens Ave)**

Disassembling of stone wall on Stevens avenue complete, new wall construction ongoing.





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### **Lyman Moore Athletic Complex Project**

Work has started on major project to upgrade drainage and athletic facilities at Lyman Moore Middle School. Fencing removed, infields moved, loam and sod installed. Major field drain project out to bid for Spring 2018 install.

### **Cousins Memorial Restoration**

Construction drawings have been approved by Planning, bid could go out this Winter for Spring construction.

### **Skating Ponds**

Drains in our skating ponds were closed to begin filling the ponds during this rainy weather in preparation for winter.

### **Winter Sidewalk Plowing**

Parks Division Staff are responsible for clearing of 100+ miles of sidewalks, as well as several school parking lots, fire stations, and city buildings. Crews are busy doing dry runs of routes to identify obstructions and hazards, placing stockpiles of sand and salt throughout city, tuning up equipment, and updating maps and website information. We are ready for winter!

### **Portland Opportunity Crew--End of Season Report**

The crew made up of willing panhandlers has wrapped up for the season. Crews have picked up hundreds of bags full of trash and debris for parks and trails, dozens of needles, and weekly weeding and maintenance of Back Cove Yardscaping beds. City plans to apply again for CDBG funding to continue this program into 2018. To donate to the program (which will increase the number of days and participants who can participate), **text the word "crew" to 91999.**

Totals for the season:

- 64 clients outreached
- 17 clients worked in program
- 287 hours
- 51 days in field
- 114 site visited
- 214 needles properly disposed of
- 310 bags of trash removed
- 1 participant secured Housing with STEP (Lewiston)
- 2 secured STEP voucher currently apartment searching (Biddeford)
- 1 Housed with Shelter + Care
- 1 participant Searching for housing through Shelter Plus
- 5 participants secured employment other than People Ready while all 17 remain eligible to work for People Ready.

Portland, Maine



Yes. Life's good here.

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