

Portland Downtown Board of Directors
Board Meeting minutes
Thursday April 20, 2017
549 Congress St



Present: Kim Volk, Ken Cianchette, Phil Haughey, Denine Leeman (on phone), Brad McCurtain (on phone), Mike McDonald, Trish McLellan, Greg Mitchell, David Packard, Suzie Rephan (on phone), Alen Saric, Penny St. Louis, Erik Urbanek

Excused: Josh Benthien, Sarah Martin, Robyn Violette

Absent: Anastasia Contos, Matt Veith

Staff: Casey Gilbert, Taffy Eaton

Minute 1. Kim called the meeting to order and welcomed everyone.

Minute 2. Motion to accept

- a) **March 16, 2017 Board meeting minutes:** On a motion made by Phil Haughey, seconded by Mike McDonald and unanimously adopted,

it was

RESOLVED: That the minutes of the Board Meeting of **March 16, 2017** be and hereby are accepted as proposed.

- b) **March Treasurer's Report:** Erik reviewed his March summary report.

- Expenses:
 - i. Rent and utilities – Erik reviewed the lease which was signed in 2005. It is a 7-year, triple net lease and is a good one. The landlord should be reached out to and we should have a current lease. Unit C is a condo and is in line with market rate and value. Current rent and CAM are in line. Portland Downtown is a long term, low maintenance tenant. Could we get a lesser rate as a non-profit? Call the landlord then draft our own lease. Suggested Erik reach out to Steve Hewins and Michael Mastronardi regarding any updates with the lease that they might be aware of. The Board's final decision was for Erik to do an amendment to the current lease instead – it will be smoother. MCAR lease also.
- Casey cleared up some notes on the Marketing budget: an expense for cleaning the exterior sign had been classified under Marketing, but has been moved to cleaning/maintenance. There were two other small expenses for the website that have been reclassified under the website maintenance & development expense. Finally, there is an \$825 expense that is a deposit for the walking tour brochures, which will be netted out once the project is complete and the PEDPIP grants income has been received from the City.

On a motion made by Trish McLellan, seconded by Alen Saric and unanimously adopted,

it was

RESOLVED: that the March financial statements and Treasurer's report be and hereby are accepted as presented.

Minute 3. Committee minutes:

The Chair requested acknowledgement of the enclosed committee reports: Merchant, Panhandling, District & Community Services, Night Life Oversight, Parking & Transportation, Marketing.

On a motion made by Mike McDonald, seconded by Alen Saric and unanimously acknowledged it was

RESOLVED: That the following Minutes of recent Committee Meetings be and hereby are acknowledged:

- Merchant (Retail) Committee (3/2/17)
- Panhandling Ad hoc Committee (3/9, 3/23, 3/30)
- District & Community Services (3/9/17)
- Night Life Oversight Committee (3/21/17)
- Parking & Transportation Committee (3/22/17)
- Marketing Committee (3/24/17)

Minute 4. Other committee Reports:

1. Legal Affairs Committee:

a) Trish reviewed the proposed changes to the current bylaws:

- Change the tax roll for voting to the current tax year beginning July 1, 2017
- Timeline for notifying candidates of the election results
- The new Chair will take office April 1st
- The Vice Chair will succeed if the Chair cannot complete their duties

The committee is seeking Board approval of the changes effective July 1, 2017

Trish McLellan made a motion to approve the bylaws as submitted with redline changes. Phil Haughey seconded the motion. Denine asked that the nomination and election process be included in Board books beginning July 1, 2017. The vote was unanimous.

b) Trish reached out to Albin, Randall and Bennett. They are prepared to receive and count the election ballots.

c) The April 17, 2017 meeting minutes were distributed (attached). Kim asked Trish to review the minutes aloud and to open for discussion since the Board just received them. Penny St. Louis made a motion to accept the minutes as presented. Phil Haughey seconded the motion. The vote was unanimous.

2. Advocacy:

a) Parking: The parking study is over deadline and we are awaiting the 2nd part (future supply and demand) to be delivered to the city by the consultant.

b) Sound: Denine attended the City's Health and Human Services Committee meeting. The City Council asked City staff to conduct research and draft a memo with recommendations for the committee by the end of June. Sound monitoring equipment has been requested in the City's FY18 budget. The Sound Oversight Committee is meeting monthly, taking public comment, and the Chief is pleased with what the committee has been accomplishing – especially with regard to being proactive and acting as a mediator for complaints.. Casey added that she is trying to attend the monthly meetings so Portland Downtown is represented.

- Denine suggested Portland Downtown let our constituents know about the Sound Oversight Committee meetings so they can attend public comment meetings.
- Dana Street attended the HHS Committee meeting to make public comment regarding sound. He has been operating restaurants in the Old Port for 27 years. The increase in noise in downtown is a newer situation.
- Residents have also been logging complaints about noise/sound in downtown.

- Chief Sauschuck has indicated there are some simple fixes like adjusting decibel levels and eliminating outdoor speakers
 - Casey offered some clarification – the Sound Oversight Committee meets monthly at the police department. Every sound complaint that is made in the entire City of Portland is reviewed monthly at this meeting. Public comment is allowed. The Health and Human Services Committee is chaired by Belinda Ray and for the past two months, Portland Downtown’s advocacy letter has been on the agenda as an item for consideration. At the first meeting in March, the committee addressed the concerns in the letter and asked for testimony from Casey Gilbert from Portland Downtown and Mike Russel and Chief Sauschuck from the City of Portland. At the HHS April meeting the committee opened up the agenda item for public comment. Chief Sauschuck is pleased with the Sound Oversight Committee’s work. It allows mediation in addressing sound issues.
 - Outdoor speakers are not allowed in the B3 zone unless you have an entertainment license but the ordinance is not currently enforced. Entertainment and liquor licenses must be renewed annually.
 - The next Health and Human Services Committee meeting is May 9th at 5:30. No public comment will be allowed.
 - Erik asked whether sounds issues have been an issue at NLOC recently. Alen replied that no, because it’s winter. It is anticipated that they will increase during the summer.
- c) Panhandling: Ken reviewed the ad hoc committees’ work. They have met with several social services agencies at recent meetings. The meetings were very productive and Portland Downtown has established good connections. The organizational representatives offered ideas of how Portland Downtown can help alleviate the panhandling issue.
- Portland Downtown will hold a public forum on Thursday April 27th at 4pm in the Maine Historical Society Lecture Hall. An outline/agenda will be sent on Monday April 24th and RSVPs will be requested.
 - The committees’ intent is to gather all opinions and information before writing a plan of action. Amy Geren has been designated as the Portland Downtown staff person who will receive and synthesize email feedback for those individuals & organizations that cannot make it to the public forum. Amy’s email address has been offered as an alternative means for people to submit their comments privately.
 - Some social services agencies offered to get input directly from panhandlers
 - The committee will process all the information gathered during the month of May.
 1. Action item: work on written/email form for feedback. Amy will compile all information.
- d) Graffiti: Ken reminded the Board that the District & Community Services Committee has been handling panhandling and graffiti issues this year. He also noted a productive and successful meeting at City Hall with representatives from the City (Manager Jennings, Mike Murray and Rich Bianculli), from Portland Downtown (Casey Gilbert, Ken Cianchette and Josh Benthien), and from Learning Works (Heather Davis, Brenda Smith and Tim Delahanty). The results of the meeting were:
- The City will remove graffiti from municipal properties using City staff.
 - The City will reinstate \$28,000 in funding for Learning Works, along with giving them a truck. The purpose of the contribution will be to address graffiti on private property throughout the City.

- Portland Downtown will ask the board to resume the \$12,000 donation to match the City's contribution. The purpose of the contribution is to address graffiti removal on private properties in downtown.
- Organization/communication has always been an issue for Learning Works. Amy will help vet incoming requests via See, Click, Fix and work with Rich Bianculli to prioritize them for Learning Works.
- Casey added that Heather Davis and the Learning Works crew has agreed to begin graffiti removal ASAP with the understanding that the City signed the memorandum of understanding and this Board will approve the expenditure.
- It was also noted that it is the property owner's responsibility to remove graffiti from their buildings as per City of Portland ordinance. Learning Work's main mission through the Service Works program is restorative justice for youth to participate in mandatory community service hours. The program was also designed to help smaller property owners who find it financially difficult to remove the graffiti from their property. Graffiti Busters is not a program in lieu of property owners responsibilities. It should be complimentary to the work that property owners and Portland Downtown do year-round to keep downtown clean and safe.
- Mike McDonald added that this program will be watched closely by people in the community.
- Erik added that installing a fake camera is not a good idea. Tenants might incorrectly consider it a level of security – there could be a lawsuit. From a management perspective, it is best to put up a real camera.
- Brad asked how can we track the cost of the Learning Works program? How will \$12,000 be allocated? Kim responded that these questions will be addressed at the May board meeting.

Minute 5. Executive Directors update:

- Casey asked Adam to show the Summer Kick-off Weekend page on the website and to highlight sponsorship opportunities available for Summer Kick Off Weekend.
 - Square Hop is a new event, which will occur on Friday evening. We wanted something free for the community and that would span all of downtown.
 - The Summer Window Display contest was also added.
 - We are looking for sponsorships for all events. Adam showed the OPF sponsor guide. Several categories allow for specific opportunities for sponsors. The Square Hop offers sponsorship opportunities – perhaps 4 sponsors, one to sponsor each square? Adam is trying to think of ideas to link the squares.
 - Old Port Festival – we will have a bike valet again, near the Nickelodeon Theatre
 - Adam will post the sponsorship documents to the Board resources section of the website and email them to Board members again
- Casey distributed her report and summarized.
 - The FY18 tax assessment number just came in. It is estimated that for FY18, there will be an additional \$17M in valuation, which will contribute \$15k to the PD budget. Casey will present a draft budget at the May Executive Committee meeting if not sooner.
- Casey passed around the panhandling leaflet and biking map from Long Beach, CA.
- Casey is going to Pittsburgh to present at the national Maine Street conference next week.
- Please contact Casey with questions or concerns regarding her monthly reports. Every monthly report is located in the board resources section of the website, which is password protected.
- Casey commented that she continues to be delighted with the continued efforts of the staff and Board

- Denine inquired about the status of the red-line letter for the CVB partnership agreement for management of the visitor booth in Tommy's Park for Summer 2017. It has been signed by the CVB. The Legal Affairs Committee helped write a contract and it will be ready for budget approval next month.

Minute 6. Other business:

- Recap of the Board retreat: Casey doesn't have anything further, she's just happy with the Board participation. Two ad hoc committees, which will begin in July (the new fiscal year), were formed as a result of the retreat— one to look at Old Port Festival and one to discuss growth of Portland Downtown. Casey thanked everyone for attending and participating.
- Budget discussion: Casey is working diligently on the budget. Let Kim or Casey know if you have any input.
- The downtown Spring Blitz is scheduled for May 2 -10. Amy will reach out to various City departments to ensure all are participating fully, as per the Master Agreement with the City.
- Repaving Exchange and Market Streets was put off from 2016 and is expected to be completed this summer. We will communicate to affected properties as we become aware of the timeline of the projects.

There being no further business to come before the Board, Kim adjourned the meeting at 10:30

Respectfully submitted,
Taffy Eaton, Recorder