

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



Present: Kim Volk, Ken Cianchette, Anastasia Contos, Mike Erickson, Phil Haughey, Denine Leeman, Sarah Martin, Brad McCurtain, Mike McDonald, Trish McLellan, David Packard, Suzie Rephan, Penny St. Louis, Peter Tousignant, Erik Urbanek, Robyn Violette

Excused: Greg Mitchell

Absent: Alen Saric, Matt Veith

Staff: Casey Gilbert, Taffy Eaton

Minute 1. Kim called the meeting to order, welcomed everyone and asked for introductions. Kim thanked all present for all the time they spend engaged on committees.

Minute 2. Motion to accept

- a) **June 15, 2017 Board meeting minutes:** On a motion made by Sarah Martin, seconded by Denine Leeman and unanimously adopted,
it was

RESOLVED: That the minutes of the Board Meeting of June 15, 2017 be and hereby are accepted as proposed.

- b) **June Treasurer's Report:** Erik reviewed his attached June summary report. This is a year-in-review. On a motion made by Brad McCurtain, seconded by Sarah Martin and unanimously adopted following discussion,
- Office lease: Denine and Erik are drafting a renewal contract since there is no lease in place. Erik will call the landlord to let him know ahead of time that he will be sending a new lease.

it was

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

Minute 3. Committee reports:

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

Kim requested the committee chairs summarize the minutes:

- Merchant meeting – Suzie Rephan and Matt Veith:
 - Suzie commented that METRO's Hop on Hop off bus, which was once in operation many years ago, no longer operates that route. Portland Land & Discovery Tours does offer a similar tour/transportation.
 - After the June meeting, Suzie and Casey met with Bob Leeman at Cruise Portland to follow up on his offer to reach out to the tour operators to see if they would add 2 stops downtown on the return trip to the ship following an excursion. This will give cruise ship passengers an opportunity to visit local merchants before returning to the ship. Bob indicated at the meeting with Casey and Suzie that he could make this happen.
 - Merchant concern of street vendors – Suzie informed the Board that she will invite Belinda Ray to the September Merchant Meeting to make her aware of the issue.
 - Casey mentioned that the City will still have the Marketplace near Ocean Gateway on large cruise ship days and will keep the Festival Zone declaration active, which does not allow street artists to set up on the water side of Commercial St.

- Suzie mentioned that the City offers a sidewalk permit for \$89.00 annually so retailers can set up tables in front of their stores instead of allowing street vendors to use the space.
- Panhandling Ad hoc – Ken Cianchette: the June minutes show the wrap-up of the committee work and committee members' unanimous approval of the recommendation letter.
- District & Community Services Committee – Ken Cianchette:
 - Learning Works Graffiti Busters program is underway. Kim received positive feedback from property owner Harold Pachios for the successful removal of graffiti on Free St. Phil thanked Amy Geren for her oversight of the Graffiti Busters program and Harold Pachios for bringing the extensive graffiti issue to the committee's attention. In addition, Amy and Casey walk regularly to report graffiti on See Click Fix.
 - Penny suggested looking for both local or federal grant money to fund the Graffiti Busters program
 - Brad asked whether the Board could receive Amy's July statistics before the August Board meeting. Amy will reach out to Tim Delahanty at Learning Works for the information in order to do so.
 - Brad added that one part-time person and one part-time high school student make up the graffiti removal team, sometimes creating a backlog. Other Board members commented that the City has not looked so clean in many years. This committee will keep their eyes on the situation.
 - Trish asked whether repeat graffiti creates another work order? Yes, it does.
 - Casey reminded the Board that property owners are responsible for removal from their buildings. Some deterrents to consider are murals, lighting and cameras.
 - Kim mentioned that she and Casey and several Congress Street business owners met with Police Chief Sauschuck and City Manager Jon Jennings. As of July 1st, the City has the budget to hire additional foot patrol officers who will concentrate on downtown and Bayside. Exchange Street paving is underway. Market Street will follow.
- Marketing & Events Committee – Robyn Violette:
 - We had a very successful Summer Kickoff Weekend and Shop for A Cause Day donations to The Locker Project are still trickling in.
 - The next events are the holiday events starting with the Tree Lighting
- Night Life Oversight Committee – Sarah Martin:
 - Bars owners present are upset with the City for not enforcing the sidewalk seating ordinance at North Point. Apparently, the City will allow them to use the entire sidewalk again this year then North Point will have to extend the sidewalk (make improvements and comply with ADA standards) if they want outdoor dining in the future. Many present said they will send photos to See Click Fix. Sarah will stay on top of it. Sarah will contact Jessica Hanscombe in Business licensing to find out when their license renews.
 - There has been no news on the NLOC spin-off committee
 - There have been few major issues with license renewals recently
 - Some Wharf Street business owners would like to get the water truck back for cleaning Wharf St. The truck is currently property of the Water Resources Department so the businesses or Portland Downtown may have to contribute to the cost of using the truck.
- Parking & Transportation – Kim Volk and Phil Haughey:
 - The City upgraded their parking enforcement technology and is going live with it this month. Parkers will be able to pay for their parking on their phone and businesses will be able to pay for their customers' parking the same way.
 - There was a demand pricing discussion at the meeting
 - Joe Redmond would like Portland Downtown to send notes to constituents asking them to encourage their employees to park somewhere other than in front of their businesses. Casey responded that it will be handled through the multi-modal ad campaign.
 - The \$5 per day lot (Angelo's Acres) on Commercial Street was full of out of state license plates so there was no room for downtown employees. You can pay for 8 days at a time in that lot and it's open 24/7.
 - Portland Downtown sponsored Don Shoup at the Build Maine conference. Shoup's students produced reports, which were provided as a critique of the FHA parking study. The reports were provided to Nell Donaldson at the City and she shared one report with the consultants.

- Phil added that the Park & Shop program has been indefinitely cancelled. The committee will work on updating the Park & Work program information at the July meeting. Perhaps the program can be highlighted as part of the multi-modal campaign. Phil mentioned that at every meeting, he hears people say “I didn’t know that” about parking, so he is hoping the multi-modal campaign will shed better light on downtown parking.

On a motion made by Mike McDonald, seconded by Phil Haughey and unanimously acknowledged it was

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

- Merchant (Retail) Committee (6/1/17)
- Panhandling Ad hoc Committee (6/1 & 6/8)
- District & Community Services (6/8/17)
- Marketing & Events Committee (6/13/17)
- Night Life Oversight Committee (6/20/17)
- Parking & Transportation Committee (6/28/17)

Minute 4. Other Committee reports:

A. Legal Affairs Committee: Trish McLellan

1. Election update: the process went very smoothly and Albin, Randall & Bennett staff were professional and helpful.
 - 180 of 561 ballots mailed were received. Two ballots were unsigned, 28 were returned to sender, 3 were returned too late, 1 arrived after the deadline.
 - Ballot counting took 2 hours and was very well executed
 - Casey added that we delivered a thank you basket to Albin, Randall & Bennett
 - Casey thanked Brad for making the connection
 - Denine, Kim, Ken and Erik have been working on the new 3-year Executive Director contract and will have it completed shortly

B. Advocacy updates:

1. Parking:
 - Casey updated the Board on the meeting with Fort Hill Associates. We expect to have the final report of their recommendations next week. The Multi-modal ad campaign has been stalled. Greg Mitchell is trying to involve other stakeholders, hence the delay. Casey will meet with Greg Mitchell to discuss next steps.
2. Sound:
 - Casey said that the City has put in for 6 sound monitors in their FY18 budget. They are hoping to get property owners to purchase additional monitors to make the measure of ambient sound more robust (as recommended in our advocacy letter). This information will help inform changes to the City’s current ordinance.
3. Panhandling:
 - Casey spoke about sending the advocacy letter to the City (the Mayor, City Manager and Councilors) and the Board. Concurrently, Casey had a meeting with Jon Jennings, the Police Chief and Congress St business owners. It was a successful meeting.
 - She also met with Mayor Strimling and well as Pious Ali to review it. Amy let Belinda Ray know about the letter.
 - Casey met with Randy Billings, a reporter with the Portland Press Herald, about the letter. The meeting went well and she is waiting to see his article.
 - Portland Downtown agreed to promote the City’s “Text to Donate” program for the Opportunity Crew. Julie Sullivan will address the August Merchant meeting and will have palm cards available. Julie will provide metrics on the success of the program.

- Trish thinks it will be beneficial to stay in touch with Jim Devine and Bill Higgins, both with Homeless Voices for Justice. They were appreciative of the committee's work. Casey will reach out to them for committee involvement, as she did with Sue-Ellen McClain.
- Casey will update the Board as needed. Board members should direct all media inquiries to Casey.

4. Graffiti:

- Casey has noted a decrease in the amount of graffiti while walking. The removal program is working well this year. Denine commented that some new building owners are cleaning up trouble areas. Brad suggested doing outreach to property owners and holding meetings on graffiti deterrence. Ken added that there will be a Property Owner meeting in the fall and that might be a platform for this discussion.

Minute 5. Executive Director's update: Casey distributed and summarized her attached report

- PDF's of the Art Inside and Out walking tours are available. This will be the first in a series of 7 walking tours that will be produced.
- Lots of things are happening behind the scenes. Casey thanked Robyn Violette for making the connection between the Telling Room and Fore Street Restaurant. Robyn reports that the partnership was beneficial for the attendees as well as the Chef.
- Safe Bars – Clara Porter received funding to roll out the educational program. This was a connection that was made through the NLOC Committee. Another testament to the power of networking and connections through Portland Downtown committees.
- Old Port Festival profit and loss report shows a \$10,000 gain over 2016. The full report will be available soon. Further analysis of the event will be done by the ad hoc committee
- Casey reviewed the updated information packet given to each Board member for their binders. All the information is also on the board resources section of the website.
- Ken thanked Casey for the Square Hop idea. Casey said it was largely Adam's idea and she encouraged him to plan it.

Minute 6. Other business:

2. Conflict of Interest and Code of Conduct written acknowledgements/confirmations: Kim asked all Board members to execute both contracts (sign and scan) and return them to Taffy by end of the month. Several Board members signed them during the meeting and left them with Taffy who will email them a copy.
3. Committee assignments for FY18: Kim passed the proposed list around and explained that the expectation is that each Board member serve on 2 committees. Regular meeting attendance and participation is expected. Ad hoc committee involvement holds the same importance as regular committee involvement.
 - Casey asked Kim if she could propose Board members to take over her seats on two external organization's boards/committees – one would be on the Portland Community Chamber of Commerce's Economic & City Affairs (ECAC) committee, and the other, on the Visit Portland board. She would like to propose Mike McDonald for ECAC and Alen Saric for Visit Portland. She will maintain her board seat on the Portland Community Chamber of Commerce board, as well as the Economic Development Stakeholder's Committee.
 - Portland Downtown committees are open to the public. Board members are welcome to invite interested people. Each committee can stipulate their own structure and bylaws (like NLOC has).
 - Denine reminded the Board to be mindful to gather a clear representation of our constituents on each of the committees (including ad-hoc), as was done well on the Panhandling Ad hoc committee.
 - Casey will email each Board member to confirm their committee assignments
 - Kim and Casey are working on a Policies and Procedures manual.
4. Ad-hoc committee discussion: Growth and Old Port Festival

There being no further business to come before the Board, Kim adjourned the meeting at 10:25

Respectfully submitted,
Taffy Eaton, Recorder