



Executive Committee Meeting Minutes

April 13, 2017
9:00 AM

Portland Downtown
549 Congress Street, Portland, Maine

Present:
Kim Volk, Chair
Ken Cianchette
Denine Leeman
Erik Urbanek
Trish McLellan
Suzie Rephan
Matt Veith
Alen Saric

Absent:
Penny St. Louis

Staff:
Taffy Eaton
Casey Gilbert

Minute 1. Kim called the meeting to order and welcomed all present.

Minute 2. Motion to accept:

- a) March 9, 2017 Committee minutes: On a motion made by Ken Cianchette, seconded by Trish McLellan and unanimously adopted
it was

RESOLVED: That the minutes of the Executive Committee Meeting of March 9, 2017 be and hereby are accepted with revisions/qualifications as proposed.

- b) Treasurers update – March 2017: Erik reviewed the attached summary report. On a motion made by Denine Leeman, seconded by Alen Saric and unanimously adopted following a discussion in which the following points were raised:
- a. Mary Eshelman has created an “Other Income” and “Other Expense” line item in the P&L, which will allow the board to bring over revenues in the P&S deferred income to balance out Parking & Transportation Initiative expenses that were approved by the board, such as the Multi-Modal Marketing Campaign & video and the Parking Study. The “Other Income & Expense” will allow these items to be recognized outside of the approved FY17 budget items.
 - b. Rent and CAM discussion: Erik
 - i. Erik presented the Rent and CAM detail to the committee, as well as the lease, which was signed in June 2005. The lease needs to be reviewed and the landlord should be contacted to ensure all paperwork is current.
 - ii. Since PD pays condo fees, we can request condo association minutes
 - iii. Need to be proactive and have a current lease
 - c. Casey – reviewed some items that need to be reclassified in QB, which will reflect in next month’s budget
it was

RESOLVED: That the financial reports for the month of March 2017 be and hereby are accepted as proposed.

Minute 3. Committee reports:

- NLOC: Alen said some liquor license holders are in the process of forming another committee but the details are still unclear. This group met with Lt. Cashman briefly.

- **Parking & Transportation Committee:** During Jehovah Witness weekend, the conference attendees put a strain on the downtown parking supply. Casey will let Nell Donaldson know that large conferences affect parking, so it can be considered in the parking study.
 - Don Shoup is coming to Maine in June for the Build Maine conference, where he will be the keynote speaker.
- **Marketing Committee:** Casey – Adam continues to attract new followers to our social media accounts (FB, Instagram, Twitter). He continues to post wonderful photos, which increase audience engagement

Suzie Rephan made a motion to move the meeting minutes to the Board for acknowledgement. Matt Veith seconded the motion and the vote was unanimous.

Minute 4. Other committee reports:

- Advocacy:
 - Parking & Transportation Committee: Kim
 - We are coming to the end of the Park & Shop program suspension
 - The Park & Work program is also being discussed. The committee might address Park & Shop again, once Park & Work is decided upon. The committee is continuing to try to address helping low wage earners, with regard to parking & transportation.
 - The \$5 Commercial St lot is very useful
 - Don Shoup (global parking guru) is coming to Portland. He has agreed to lend his students to a Portland Downtown project – parking study work.
 - Casey – regarding the City budget, Jon Jennings wanted Casey to be aware that meter rates are moving from \$1.00 to \$1.25 per hour. Meters are being phased out, being replaced with pay stations. A technology upgrade is also expected, where parking could be paid for via smartphone/app.
 - Sound: Denine and Casey attended the public hearing at the Health & Human Services meeting. Many people had attended the previous meeting and had not realized it was not for public comment and, based on the low turnout for the next month's meeting, it could be assumed that they did not return. Dana Street attended. City staff will review the ordinances and bring recommendations next month. City staff said ordinance work will take perhaps 2 months, by June. Councilor Ray wants best practices from other cities. She has the decibel comparatives from other cities.
 - Panhandling Ad hoc Committee: Casey mentioned that Portland Downtown has been complimented on the process the Ad hoc committee is following.
 - Ken told the committee that the Panhandling Ad hoc committee has met with business/economic groups. Rich Bianculli, the Neighborhood Prosecutor, and the first set of social services agencies. None want to work on changing the current ordinance. The Have a Heart Give Smart campaign is the best idea in both groups' opinions.
 - Last week, the committee met with the housing social service agencies. It was a positive conversation. They want to work to close their doors (by being successful in their mission) by helping to find people affordable housing (long term-stayers) and good jobs. They do not feel it is an "us vs you" mentality but there's more to panhandling than we all see.
 - The second social services group meets today. There is concern that the Have a Heart Give Smart campaign could take donations away from Preble Street.
 - There needs to be a sensitivity in marketing information. Need a 501c3 to administer the program. Casey passed around the Long Beach pamphlet that addresses panhandling.
 - Place information pamphlets in retail shops?
 - Social service agencies represented agree that the aggressive panhandling ordinance is a good thing – people need to call in complaints.
 - Casey voiced concern over the growing level of incidences in Bayside, which are manifesting in downtown – especially along Congress Street. Being proactive to find helpful policy solutions will ensure that we do not have a major incident that might jeopardize all the work that is being done in the community to keep Portland a clean, safe, vibrant place to live, work and visit.
 - Graffiti: The City will re-establish funding to Learning Works through an MOU. Portland Downtown will seek to restore previous levels of funding (\$12,000) in the upcoming FY18 budget. Learning Works will hire a staff person to oversee the Graffiti Busters program. Amy will work with Rich Bianculli to prioritize requests and send them to Learning Works. Casey requested the Board approve the expenditure as part of the FY budget that will be presented for consideration in May.

Minute 5. Executive Directors update: Casey

- Casey is awaiting the new assessment figure from the City Assessor to start working on the budget. She will have a draft budget by the May Executive Committee meeting.
- Casey's full report will be available for the Board meeting next week
- The Pro Bowlers are at Bayside Bowl this week. Portland Downtown put together 80 goodie bags for the bowlers. A Portland Buy Local ad will run on ESPN and the City, CVB, Portland Downtown and Portland Regional Chamber logos are all at the end of the ad. We may want to revisit this next year – it's a great event to promote Portland.
- Casey will look into fees for the Board of Directors Boot Camp and encourages board members to register for the event, which will be held in Portland on May 18th and 19th.

Minute 6. Board agenda – let Kim know if anyone has an item to add to the agenda

- Acknowledge Committee Minutes
- Recap of Board Retreat
- Discussion of changing some language in the Bylaws concerning elections

A motion to move this agenda forward was made, seconded and the vote was unanimous.

Kim adjourned the meeting at 10:25.

Respectfully submitted,
Taffy Eaton, Recorder.