



## Executive Committee Meeting Minutes

August 10, 2017  
9:00 AM

Portland Downtown  
549 Congress Street, Portland, Maine

Present:  
Kim Volk, Chair  
Ken Cianchette  
Trish McLellan  
Phil Haughey  
Erik Urbanek

Absent with notice  
Penny St. Louis  
Suzie Rephan  
Denine Leeman

Staff:  
Taffy Eaton  
Casey Gilbert

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

**Minute 2.** Motion to accept:

- a) July 13, 2017 Committee minutes: On a motion made by Ken Cianchette, seconded by Trish McLellan and unanimously adopted following a discussion in which the following points were raised:
- The requested vendor by category comparison for 2017 vs 2016 will be completed by Adam and provided to the OPF ad-hoc committee
  - Final Old Port Festival net revenue was \$22,000. Casey will provide a full report to the Board for the September Board meeting

it was

**RESOLVED:** That the minutes of the Executive Committee Meeting of July 13, 2017 be and hereby are accepted to be moved to the Board for acknowledgement.

- b) Treasurers update – July 2017: Erik reviewed the summary report. On a motion made by Phil Haughey, seconded by Ken Cianchette and unanimously adopted following a discussion in which the following points were raised:
- Erik stressed that it is important to note that due to Summer Kick-Off Weekend occurring in the last quarter of the fiscal year, the organization runs in the red for the majority of the fiscal year, until that event income is realized
  - Kim asked that a year-over-year Balance Sheet be added to the monthly reporting

it was

**RESOLVED:** That the financial reports for the month of July 2017 be and hereby are accepted as proposed to the Board.

**Minute 3.** Committee reports: A motion was made to move the meeting minutes to the Board meeting for acknowledgement following discussion.

- District & Community Services: Ken reminded those present that the Panhandling Ad-hoc Committee's recommendation letter has been delivered to the City. Casey added that Julie Sullivan presented an update on the Portland Opportunity Crew program's success at the Merchant Meeting last week.
  - The committee is re-engaging with Graffiti Busters and Amy is keeping track of all reports of graffiti vandalism through See Click Fix
  - Sidewalk Buttlers and smoking ordinance work is ongoing
  - The Cadets report that they are seeing more drinking in public this year. Casey added that Portland Downtown is aware and involved with the situation.
  - Casey and Amy will meet with Chris Branch, the Public Works Department Director, to work on solving the Sidewalk Buttler issue. The City's original pilot program allowed for the installation of 10 and there are now over 200 throughout the City. Property and business owners are purchasing them and they are being hung on City property without permission. A solution would be to affix them to private property and each property or business owner would maintain their own buttlers.
  - Trish asked for clarification of how Learning Works handles repeat graffiti calls. What is the threshold for the number of times Graffiti Busters will respond to the same property? The situation will be addressed by the District & Community Services Committee next season. A policy could be put in place limiting the number of service calls allowed per property owner.
  - There was a graffiti vandalism arrest recently. He was found guilty and will serve time in jail.
  - Dawn Stiles, the Director of the Health & Human Services Department, will address the District & Community Services Committee about plans for the new adult homeless shelter at the October 12<sup>th</sup> meeting
  - If you find drug needles on private property, do not touch them. Report it through See Click Fix. The police department will not pick them up on private property. You can also call the Department of Public Works, as they have someone trained on this type of request.
  - Ken reminded the committee not to photograph graffiti on See Click Fix. Photographs encourage the tagger. It is possible to submit a report on SCF without including a photo.
- Parking & Transportation Committee:
  - The City is reviewing the final draft of the Fort Hill parking study.
  - Demand-based pricing has been discussed at the last few meetings
  - The committee will ask John Peverada to revise the 8-day parking policy at Angelo's Akers so low wage earners can have continued access to affordable parking downtown
  - Fisherman's Wharf parking prices recently doubled
  - Kim mentioned that the committee will revisit the letter Portland Downtown submitted to the City re recommendations for affordable parking for low-wage earners
  - Phil is noticing that some island residents are abusing their garage pass privileges
  - Talks about satellite parking lots and METRO use for commuters have resumed. The Multi-Modal Marketing Campaign will help with solutions.
  - A new private parking garage is proposed for Brown Street where there currently is a surface lot

**Minute 4. Other committee reports:**

- Legal Affairs: Trish will call a meeting of the committee once committee confirmations have been made at the Board meeting.
  - Casey mentioned that there is nothing in the Bylaws requiring committee participation. Trish said it is in the candidate requirements information. Casey is working on a "committee member" policy so it will be clear to all who is able to vote at committee meetings. Does the Board of Directors want the committee participation requirements to be added to the Bylaws?
  - Trish reached out to Albin, Randall & Bennett about the 2018 elections. They asked whether an RFP will be going out. Based on the efficient work they did in 2017, Trish will create an RFP to send to them and to our accountant, The Swanson Group.

**Minute 5. Executive Directors report/update:**

- Casey is tracking the Health & Human Services Department agendas at the City to keep an eye out for sound ordinance agenda items. There has not been a recent update. The City is looking at sound decibel levels throughout the City. Sound monitors will be installed around downtown to measure ambient sound levels.

- Casey talked to Nell Donaldson about the Fort Hill parking study. The final draft should be available shortly.
- The RFP for the Multi-Modal Marketing campaign is being finalized by the City and should go out soon
- Casey is following up on the Panhandling Letter recommendations
- Casey asked the Executive Committee for guidance on how vocal she should be representing Portland Downtown in the media. Following input from the Executive Committee, she will continue to work behind the scenes until asked to do otherwise.
- Cadets have been asked to spend more time in Monument Square, especially during the Farmers Market

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

- Acknowledge Committee Minutes
- Committee assignments confirmation
- Ad-hoc committees meeting dates discussion
- Conflict of Interest & Code of Conduct written acknowledgements/confirmations

**Minute 7.** Other business – the committee went into Executive Session

Respectfully submitted,  
Taffy Eaton, Recorder.