



**District and Community Services Meeting Minutes**  
**Thursday October 12, 2017 at 1:00pm**  
**549 Congress St.**

**Board members present:** Ken Cianchette (Portland Properties), Denine Leeman (East Brown Cow), Sarah Martin (Bar of Chocolate), Phil Haughey (MHR Management)

**Guests:** Dawn Stiles, Director Health & Human Services, City of Portland

**Others:** Megan Doane (Portland Stage)

**Staff present:** Taffy Eaton, Amy Geren

**Minute 1.** Ken called the meeting to order, welcomed all present and asked for introductions.

**Minute 2.** Review and acceptance of September 14<sup>th</sup> meeting minutes: On a motion made by Phil Haughey and seconded by Denine Leeman, the September 14<sup>th</sup> meeting minutes were unanimously accepted.

**Minute 3.** Plans for Portland's new Emergency Shelter/Resource Center: Dawn Stiles

Dawn explained that the City has plans to close the Oxford Street Adult Shelter and build a new shelter. Zoning to allow this construction has been expanded off peninsula, to Outer Congress Street, Presumpscot Street, Washington Avenue and Riverside St. Dawn gave some history of the homeless situation in Portland, described the Power Point rendering, and the planning process.

A. History and planning:

- The Oxford Street Shelter lease began in 1980. There were 300 shelter beds in the City. Today there are 301. The City operates 90% of the beds today because most of the non-profits previously operating shelters have gotten out of the business.
- 80% who stay in shelter find housing within a month. Some of the other 20% have stayed at the shelter for more than 10 years. The City's Health and Human Services Department, Community Housing of Maine and other agencies have placed the majority of long-term stayers in housing.
- The Oxford Street Shelter is overpopulated, has no day-room space and clients must leave at 7:30AM.
- The size of the homeless population has not really changed but the characteristics have, and they are now more visible, i.e., spending time on the streets. Chronically mentally ill and opioid addicted are the new population, both with no treatment options.
- The City told the architect what components are needed. The actual building will look different than this rendering.
- Once the concept plan is approved, the City will look for space. A warehouse would be ideal but they will build if necessary. It will be 20,000 - 25,000 square feet with an estimated budget of \$10 million. The City would prefer to own the property and are looking primarily in industrial zones.
- The Health & Human Services Committee (HHS) will vote on the project October 24<sup>th</sup>, then it will go to the full City Council in November. The Council doesn't have to approve the concept but HHS would like approval.

B. New shelter features:

- The new resource center will be open 24/7, provide 3 meals, classes, substance use groups, a health clinic, and 200 beds
- If guest wants to stay there for a period of time they are required to engage in activities. There will be on-site employment opportunities.

- The shelter is not intended to be permanent housing. A housing counselor will be on-site to create individual plans.
- There will be “swing space” so expansion can take place if needed for more men/women
- Individual lockers will be available
- There is central observation space for staff to oversee public spaces
- There is a covered court yard and a smoking area that one can only access through the central entrance. This will allow separation the general population, specifically those who prey on this vulnerable populations.
- The City will not replicate in the shelter system in Bayside, and is planning with the Bayside Neighborhood Association and others to develop a system
- The City is open to contracting for meal service at the shelter

C. Committee member comments:

- A comment was made about making sure the public entrances are secured so predators cannot have access to the property
- The Oxford Street Shelter received an award from the National Alliance to End Homelessness, for their long-term stayer initiative
- The Preble Street Shelter is thinking about how they might progress once this new shelter opens

**Minute 4.** Supplemental Services Agreement (SSA) benchmarks discussion: Denine Leeman

- What can we add to the SSA that doesn’t already exist? Tangible services that are not measurable by time or task, such as we asked them to litter-vac each street weekly.
- Change some of the services we aren’t using or don’t need
- Ken commented that meeting SSA benchmarks is our #1 goal for FY18
- Phil Haughey suggested Amy can be the central person to report to
- Ken suggested prioritizing what we want done
- Ken suggested taking the top 5-7 SeeClickFix requests made in the downtown district, and benchmark them.
- Amy will produce a detailed analysis of See Click Fix reports to inform on high requests for public works service.
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- Suggestions were made to change the interior trash cans within the new trash/recycling bins. They are very visible and ill-fitting.

**Minute 5.** End of year graffiti removal: Amy Geren

- The response time for removal has decreased by 38%
- SeeClickFix requests show a slight decrease
- Some cities have income guidelines to determine who receives free graffiti removal by the City or through its partnerships

**Minute 6.** Committee name change: Ken Cianchette

Those present voted unanimously to change the committee name back to “Clean and Safe”. Ken will take the name change to the Board of Directors next week for a vote.

**Minute 7.** Other business:

- Ken spoke about the City proposed FY2018/19 Capital Improvement Projects (CIP):
  - Monument Way upgrade – trees and lighting to make the area more vital. Should Portland Downtown advocate for this?
  - Wharf Street improvements
  - Silver Street – sidewalk widening in front of The North Point.

Sarah Martin made a motion to move this committees’ support of these CIP’s to the Board for approval. Phil Haughey seconded the motion. The vote was unanimous.

- A questioned was asked about whether Oak Street will be paved. Amy will check.

- Stop lights at Forest/Congress and High/Congress are part of a PACTS project that will receive updates in a few years
- Amy mentioned that a student at USM is working on recycling initiatives. She has some benefits of recycling information that she wants to share, but we could perhaps use her materials showing the success of recycling in getting sponsorships for more trash/recycling cans. Ken asked Amy to invite her to this meeting next month, but in keeping with limiting guests, the student will draft the material and forward for sponsorship promotion.
- Phil asked where we are with hanging plants. How can we implement the addition? Amy and Kevin Thomas will walk to see about bracket placement. Amy suggested partnering with Portland Arts and Technology High School (PATHS) or the Portland Pollinator Project if the City purchases the baskets. Perhaps Portland Downtown could approach businesses to care for individual baskets?

Ken adjourned the meeting at 2:00.

Respectfully submitted,  
Taffy Eaton, Recorder.