



**Parking & Transportation Committee meeting minutes  
September 27, 2017 at 9:00am  
549 Congress St.**

**Board members Present:** Peter Tousignant (Northland Enterprises), Mike McDonald (North River), Phil Haughey (MHR Management)

**Others:** Sarah Cushman (Cushman Consulting), Dawn Tully (volunteer), Todd Dominiski (East Brown Cow), Megan Doane (Portland Stage), Nancy Grant (Bicycle Coalition of Maine), John Peverada (City of Portland), John McDevitt (resident), Kevin Thomas (City of Portland)

**Guest:** Kristina Egan

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

**Minute 1.** Peter Tousignant opened the meeting, welcomed everyone and asked for introductions.

**Minute 2.** Review and approve August 23, 2017 minutes: Phil Haughey made a motion to accept the minutes as presented. Dawn Tully seconded the motion and the vote was unanimous.

**Minute 3.** Park & Work program updated parameters review: Amy Geren distributed a summary of the Park & Work program participants, requirements for program use and the updated registration form. The current year usage should be on par with the 2016/2017 numbers. Amy's report shows fewer participants than in years past.

- Requirements for participation: part-time employees earning less than \$15.00 per hour and volunteers. It is suggested to include language that mirrors HUD low to moderate income (LMI) guidelines.
- It is recommended that the booklet cost be increased to \$100.00
- The registration form will be kept on file at Portland Downtown and it is to be read and signed by user/purchaser.
- Portland Downtown is still trying to work with the city to identify options for providing affordable parking for low to moderate income downtown employees or to incentivize the use of alternative modes (bus, bike, walk)
- The Park & Work program will be promoted in the Multi-modal Marketing campaign
- Parking technology will eventually make the program obsolete
- Outreach to users will be easy because there are so few. Some users of the program are not in compliance with the guidelines of the program.

Phil Haughey made a motion to raise the cost of the booklets to \$100.00, update the policy language and ask Casey Gilbert and Amy Geren to send letters to the last 3 years of users, notifying them of the program changes. Mike McDonald seconded the motion and the vote was unanimous. Casey does not believe that this motion would require Board approval.

**Minute 4.** Greater Portland Council of Governments (GPCOG): Kristina Egan, Executive Director gave a brief overview of the organization. GPCOG is a voluntary membership based organization composed of 26 cities' and towns' City Managers and Elected Officials. They are focused on regional prosperity and getting involved with other organizations to become better known. They are looking at homelessness, opiate misuse, and marijuana legality

(particularly edibles). They are funded through federal funds, money from PACT's, grant funding, and membership dues. Kristina's focus is to grow GPCOG's impact. GPCOG's focus:

1. Transportation: GPCOG helps staff PACT's projects focusing on transportation, biking, walking, etc. They are looking for help in determining the best way to spend public funds. A couple of their projects are:
  - a) Regional transit plan –
    1. Phase 1 - how to optimize the 7 transit systems currently in place
    2. Phase 2 – what transit system do we want in 30 years?
    3. Phase 3 - Working on a traffic signalization project
  - b) Bike/ped plan - Active transit (survey)
  - c) Making bus stops more cohesive. GPCOG has received \$2.3M in federal funds to improve ADA access at bus stops and Million to add bus shelters in strategic locations. A committee has been established to prioritize locations.
  - d) Portland/South Portland transit corridor
2. Serve our members
3. Build regional prosperity

**Minute 5. Parking Study and Marketing Campaign updates: Casey Gilbert**

- Portland Downtown partnered with the City on a parking study. The final draft will be circulated to all present today once the study has been finalized. In order to have some current information for this meeting, Casey distributed Nell Donaldson's presentation of the parking study results to the Planning Board last night, showing supply and demand. Casey hopes that Nell will address this committee once the final draft is available.
- Multi-modal Marketing campaign: Only one company submitted a proposal and it is a strong one. Apparently some companies that received the RFP misunderstood that there is no media buy component so City staff is considering going back to them to see if they want to reconsider submitting a proposal.

**Minute 6. Other business:**

- a. Way to GoMaine – Sarah Cushman offered a poster for the Business to Business challenge. Join GoMaine, log your trips, and complete a pledge card. Carpooling is also a focus. Portland Downtown will participate in the Way 2 Go Maine challenge.
- b. Pedestrian Wayfinding project with MECA: Casey Gilbert met with MECA professors about updating wayfinding signage. Since that meeting, Chris Branch in the Public Works department indicated that digital and interactive kiosks might be coming on-line so Amy Geren will research that further before having MECA students work on the project. The Planning Department has a general wayfinding plan that was developed, but funding has never been allocated to complete the project as proposed.
- c. Handheld Electronic Ticketing: Peter Tousignant asked John Peverada for an update on the City's new digital ticketing system. John said it went on-line last Friday, September 22<sup>nd</sup>. The system has the ability to attach a message and a photo to the ticket. Tickets are available to pay on-line within minutes of being issued. The handhelds have GPS capability giving the City the ability to track the Parking Control Officers' whereabouts also.

**Next meeting:** Wednesday October 25<sup>th</sup> at 9:00am

Peter Tousignant asked for a motion to adjourn the meeting at 10:05. The motion was made by Phil Haughey, seconded by Mike McDonald and passed unanimously.

Respectfully submitted,  
Taffy Eaton, Recorder