



CITY OF SOUTH PORTLAND

RICHARD T. MATTHEWS
Mayor

SCOTT T. MORELLI
City Manager

JESSICA A. HUGHES
City Clerk

Corporation Counsel

BRANDON MAZER

**IN CITY COUNCIL
AMENDED ORDER #135-24/25**

District One
LINDA C. COHEN

ORDERED, that the City Council hereby establishes the *ad hoc* Mahoney City Center Committee as described below:

District Two
RACHAEL COLEMAN

NAME

The name of this *ad hoc* committee shall be the “Mahoney City Center Committee”.

District Three
MISHA C. PRIDE

District Four
JESSICA L. WALKER

PURPOSE & TERM

The purpose of this *ad hoc* committee shall be to assist staff, City contractors, and the City Council in implementing Order #34-24/25 , which directed, in part, “that the City Council hereby directs the City Manager to pursue the redevelopment of the Mahoney School Property for a consolidated City Hall, Library, and Community Arts center...with thorough consideration of the historic significance of the Mahoney Building.” This shall be accomplished via the tasks outlined in the “Duties” section below.

District Five
ELYSE C. TIPTON

At Large
RICHARD T. MATTHEWS

At Large
NATALIE E. WEST

The vision guiding the committee’s work shall be as follows: “This committee offers South Portland residents a unique opportunity to help shape the future of our city by guiding the transformation of the historic Mahoney site into a vibrant civic and cultural hub. Committee members will work alongside city leaders, architects, and fellow residents to ensure that Mahoney becomes a welcoming center for community life, city services, and the arts, for generations to come. The committee shall work to transform Mahoney and its site into an asset that serves our entire community for the next 100 years. Mahoney will become the public center of the community, providing opportunities for all, and a source of pride for South Portland and beyond.

It will provide a gathering place for performances, lectures, and large meetings. It will provide a community arts space and continue to provide a space for indoor youth athletics in a space that can also be used for community events. It will serve as our Main Library, providing access to books and other media while also providing spaces for groups to share their skills and experiences, and learn from others. It will enable our city offices to function effectively and meet community needs while being housed in a single location. And it will provide a new police station and enable reconstruction of our Central Fire Department so that our public safety departments continue to be the best in the state.”

The committee’s charge shall be limited to the Mahoney site and the improvements, alterations, potential expansion, and other design considerations of the Mahoney Building itself. The Public Safety site and all building design considerations related to Fire and Police stations shall be under the purview of the City’s consultants working directly with staff.

Unless their charge is extended by the City Council, the committee shall be considered dissolved once a referendum is held in November 2026.

MEMBERSHIP

The committee shall be comprised of seven staff members and 12 non-staff members, who are residents of south portland, for a total of 19 voting members who shall serve until the committee is dissolved. Voting members shall include:

- Seven members of the public, with each Councilor selecting one nominee from their district and two at large, and each nominee to be confirmed by the entire Council
- Two City Councilors
- A representative from the arts/theater community that would utilize the Mahoney auditorium, to be selected by the Mayor via an application process and confirmed by the Council
- A representative from a local youth sports organization that would utilize the Mahoney gym, to be selected by the Mayor via an application process and confirmed by the Council
- A representative from the neighborhood abutting the Mahoney property, either living on Ocean Street or Highland Avenue, to be selected by the Mayor via an application process and confirmed by the Council
- The City Manager
- The Asst. City Manager
- The Library Director

- The Facilities Director
- The Finance Director
- The Sustainability Director
- The Communications Officer

The Police Chief, Fire Chief, owner's representative, and members of the design team shall be ex-officio (non-voting) members of the committee.

Members will become familiar with the Facilities Committee's final report, including the needs of affected City Departments (space, uses, and functional needs). Members will also become familiar with the Mahoney site, including key characteristics of the property, locational values, limitations and constraints, etc.

At its first meeting, and after hearing an overview of the project to date from City staff, the committee shall elect a chair, vice chair, and secretary. The chair shall work with staff to set and post meeting agendas and shall run each meeting. The vice chair shall perform the duties of the chair in the chair's absence. The secretary shall ensure meeting minutes are taken and filed with the City Clerk. Officers shall not be City staff.

MEETINGS

The committee shall meet at least monthly. A quorum shall consist of 9 members, at least five of which shall be non-staff members.

The committee may establish subcommittees to carry out portions of the committee's responsibilities.

DUTIES

The committee shall have four general duties:

- 1) To facilitate two-way communication with the public and provide information about the project to assist in an informed referendum vote;
- 2) To advise the Council on certain design elements of the project;
- 3) To assist in developing a funding plan for the project; and
- 4) Provide a recommendation to City Council on a final project design with cost estimate and funding plan that can be sent to the voters for a November 2026 referendum.

1. *Two-Way Communication*

Working with the Communications Officer and any public relations firm that may be hired, the committee shall be actively involved in educating the community about the proposed project, which can include working with SPCTV to prepare educational content about the history of Mahoney, and aspects of the project as they evolve. The committee should be prepared to participate in community events by, for example, providing a table with information or making speakers available to community groups, to educate the public about the project, obtain feedback about the project and incorporating that feedback into the project design as it deems appropriate. The committee shall meet with the Historic Preservation Committee and other City boards and committees, as it deems appropriate, to obtain their input and recommendations for re-use of the Mahoney building.

The committee shall also host at least one meeting where a comprehensive presentation is made to the community providing a review of the committee's work to-date and its findings. This meeting(s) shall include a public hearing to solicit additional public feedback. The committee shall consider this feedback and refine their analysis as they deem appropriate prior to presenting their initial findings to the Council at a workshop (see "Duties" below).

The Communications Officer will build and implement an outreach and engagement plan with input from the committee.

2. *Advising on Certain Design Elements of the Project*

The committee shall select three non-staff members to serve with staff of the City's Manager's choosing and the owner's representative to comprise a selection subcommittee for the project design team, or design teams if the subcommittee determines that the project could be accomplished by teams with different skills for different aspects of the project. This subcommittee shall use the criteria contained with the design team request for proposals (RFPs) to select a winning bidder (with the Council ultimately voting to endorse the winning design team as the cost will exceed \$100,000).

Working with the design team, the committee shall have the ability to make recommendations on the project, consistent with Council Order #34-24/25 and this Order, with respect to the Mahoney Campus as follows:

- Orientation of buildings and site layout
- Parking and mobility
- Landscaping and open spaces
- Layout of community areas, including but not limited to the auditorium, gymnasium, and spaces for public meetings such as the City Council

- Building exterior design and architectural considerations
- Whether programming for City Hall/Assessing, and/or Hamling Building, and/or Library services is appropriate for location entirely within a renovated Mahoney building, or to be partially located in a renovated Mahoney and partially in a new building addition to Mahoney
- Possible community and/or governmental uses of any surplus space that might be available the Mahoney building. This shall include a review of the auditorium area to determine the optimal uses, to include live theater, community lectures, and other types of performances. This shall also include a review of the gymnasium to determine its adequacy for continued or expanded use for youth sports groups, along with other activities including as a polling location
- Preserving the historic nature of the exterior, understanding that some modifications may need to be made for ADA, aesthetics, or space needs
- Ensuring use of space is maximized and things like bathrooms and conference rooms are shared as much as possible
- Whether additional land acquisition is necessary for this project

The above decisions shall not reduce the square-footage/footprint requirements for City services, nor shall they impact programming for each department, as defined in the February 2024 Facilities Committee report prepared by Sebago Technics.

City staff working with the design team shall retain decision-making jurisdiction over all other decisions, including but not limited to layout of all spaces related to departmental functions (e.g., office space, customer service areas, conference rooms, employee cafeterias and break rooms, storage, etc.); adjacencies; furnishing, fixtures, and equipment; etc. The committee shall also not make recommendations related to the Police or Fire stations, aside from siting and landscaping decisions should the Council opt to locate the Police Station at the Mahoney site.

3. *Assisting on a Funding Plan for the Project*

The committee shall work with City staff to develop recommendations for a funding plan for the project to help minimize the property tax impact on taxpayers as much as possible. This shall include looking at the feasibility of grants, Tax Increment Finance (TIF) funds, alternative funding sources (such as a local option sales tax, etc.), fundraising, naming rights, etc. The Committee shall include this plan with the final project proposal to the Council.

4. Recommendation to City Council

The committee shall present a final report and recommendations (incorporating its decisions and staff decisions) for the City Council's review, consideration, and potential approval no later than the first City Council meeting in July 2026. This report shall include at least a 70% design, an estimated project cost, and a funding plan. The recommendation shall encompass the entire project with an expected single bond referendum question to voters.

Prior to making this recommendation, the committee shall hold at least one workshop with the City Council before February 1, 2026 to provide an update on its progress and request any feedback that may be needed to aid in finalizing the committee's work. Committee workshop requests shall be added to Council agendas in consultation with the Mayor without needing to go through the workshop request process outlined in Council Rule #34.

Fiscal Note: Less than \$1000

February 18, 2025