

City Council Workshop
January 13, 2014
6:30 P.M.
City Council Chambers

Councilors Present

Gerard Jalbert, Mayor
Melissa Linscott
Linda Cohen
Thomas Blake
Patricia Smith
Michael Pock
Alan Livingston

Staff Present

Jim Gailey, City Manager

MINUTES

Mayor Jalbert opened the meeting and welcomed all in attendance. He reminded folks that members of the public are invited to comment on each item as it comes before the Council for a period of no more than two (2) minutes. All questions or concerns would be made through the Chair and if they wished to address the City Council they would be asked to please raise their hand and upon being recognized would state their name and address for the records.

- 1. Farmers' Market Survey Update**
- 2. Community Events**
- 3. Establishment of Draft Committee**
- 4. Review of Facilitator RFQ's**

1.Farmers' Market Survey Update: Jim Gailey, City Manager explained that the September 9th Workshop the Council reviewed data collected by independent research analyst, Ruth Price regarding the South Portland Farmer's Market. The findings were as follows;

- 179 Patrons and 9 Vendors participated in the South Portland Farmer's Market Data Collection
- On average, 290 individuals visited the South Portland's market each week
- The typical patron was a Caucasian woman between the ages of 50-60 whose annual household income was over \$100K
- In addition, the typical patron visited the market every week, spent between \$10-\$19 on each visit and reported a 'very positive' overall experience at the market
- Nearly all Patrons (94.3%) who completed the survey were in favor of the South Portland Farmer's market remaining at the Hinckley Drive location in 2014

After some discussion about the possibility of moving it to another location rather than Market Street, Ruth Price offered to conduct a survey. The survey was posted on the City website for over 3 weeks in October and November. Ruth has submitted her findings and was present to answer questions.

Ruth Price Margaret Street explained that this is her second report and added that with the first one she surveyed folks who were at the market and with this one they were not present or have not attended. He discussed the format of the survey and how there was a link online and in the newsletter that people could access it though as well as an article in the Sentry about the survey. She reported that 107 people responded to the survey of which they were mostly Caucasian, age group of 45-55, and earned around \$63,000 per year. She broke them down into two groups (see enclosed) and further discussed the differences and felt that this was a good age range at market group. She added that they learned from this report and the story showed a more accurate finding of those who do not go to the market. (did not lead questions to people). She was pleased with the outcome of this report and further discussed the location and felt that folks do want it to be in the Millcreek area.

Public Comment Opened:

Brian Leonard Broadway felt that this was an important market here and supported keeping it in this area.

Crystal Goodrich 17 Highland Ave. attended the market regularly and loved it; she also did the survey and was in support of keeping the market here.

Todie Jordan South Portland liked the market and would like to continue to go back and encouraged them to make a decision quickly.

Katherine Chapman Beaufort Street loves the market would like to keep it here and would also like to see diversity within the vendors at the market which may attract a larger crowd locally.

Patricia White 7 Orchard asked about Bug Light and how this would make a beautiful market space.

Public Comment Closed:

Councilor Blake thanked Ruth Price for conducting another survey and felt that the answers were close. He discussed Hinckley Drive and moving forward with a plan. He felt that Millcreek Park could be tried but had concern for the Bug Light idea as this is not a drive by but more a destination.

Councilor Cohen thanked Ruth as well for conducting the survey and felt that they did not get a lot from them but did agree to keep it at Hinckley Drive and would like to move ahead with this as well.

Jim Gailey discussed the Millcreek Park issue in regards to holding the market in the park. He added that there is concern with the grass and sensitive areas as they have just had extensive work done at the park and brought it back to looking great. There is concern that the traffic could cause too much damage.

Councilor Smith discussed the Portland market and how they park the vendor trucks on the grass and people walk on the asphalt. She has interest in trying to have it held at Millcreek Park and further discussed how many farms there are in Maine and looking into choosing a different day may help to grow the support.

Councilor Beecher agreed with Councilor Smith and felt that Sunday would be a better date and could also be held at the City Hall parking lot on a Sunday. She thanked her on the time spent to

work on the survey and added that they have kept it going again for another year and need to look at this to see about the changes being discussed.'

Councilor Linscott felt that the survey was a good step here and have kept this the same for a year; she also liked the idea of Sunday and at City Hall as this would help with the parking issue. Also she felt that reminders would be helpful and that this was all great information.

Councilor Pock was ok with keeping it here, felt that Sunday would be a good idea and would like to see it in Millcreek Park but was ok with City Hall parking lot as well.

Kaitlin Jordan, Market Manager added that on Thursdays there is no competition with other areas and that the location would be up to the Council. She wondered about the park and getting in and out of this area and loved the idea of signage and more promotion.

Councilor Smith agreed on the signage and promoting this to be "Market Friendly" and added that she looked for this when she was deciding on where to reside.

Councilor Cohen added that Portland's market runs by itself with not city involvement once it was set-up she would like to see the same approach here once things are settled. She felt that this should be left to the professionals who run the markets.

Mayor Jalbert thanked Mr. Price for her work on the surveys, and discussed getting into Millcreek at some point and possibly finding a way to mix the two together. He felt the need to come back and discuss this further.

Jim Gailey asked if they want to look at Sunday or leave as is.

Kaitlin Jordan added that she would need to check with the other vendors on the Sunday idea to see what their schedules looked like.

Councilor Beecher liked the idea of Sundays and signage days before to give notice.

Councilor Blake agreed with Councilor Cohen on leaving this to the professionals in the market business and liked the idea of the day change as well.

2. Community Events: Jim Gailey City Manager explained that over the years, there have been and will continue to be various events held at numerous locations throughout the City. Some of these events include the Color Run, Art in the Park, Bug Light 5 K, and regional athletic tournaments at Wainwright Farms among many other events. The events run on as little as a few hundred to upwards of 6,000 participants/visitors. The City has seen an increase over the last couple of years on the number of events wanting to locate within the City. The City is once again experiencing the requests as many groups are planning their summer events calendar now. Many of these events have necessitated City services such as Police, Fire, and Public Works and Parks before, during and after the event. Events that require these types of services are charged for employee staff hours, but equipment like trucks, cars, barriers and barrels are not within a fee schedule. This item is brought forward to discuss the impact these types of services may have on City resources and local neighborhoods. It should be noted that all of these events that take place within South Portland are events that not only have South Portland residents participating, but residents from other communities and states (example Color Run or a regional sporting event at Wainwright). These events bring new people to our community who in turn may fill-up with gas, eat lunch or dinner, shop or stay in a hotel room; all positive results for the Greater Portland economy. Both Licensing Administrator Jessica Hanscombe and Parks & Recreation Director Rick Towle provided background information on events within the Council packet. Both along with Police Chief Ed Googins and Fire Chief Kevin Guimond were at the Workshop to answer any questions.

Public Comment Opened:

Mr. Rose asked about events that might be held this summer and wondered if that would happen with smoke stacks?

Russell Lunt Bingham Street felt that it was nice to have events being held here and added that it is a good thing to see.

Jeff Selser Summit Street agreed that this is a great thing to have here and liked the idea of having lots of activities and choices of things to do with events, plenty of places, parks and creating revenue as well.

Public Comment Closed:

Jim Gailey City Manager discussed a performance venue, for multi-use in the Bug Light area and Jon Jennings, Assistant City Manager has been working on this possible project.

Councilor Cohen was surprised to see all of the events listed here and asked about joint ventures with other organizations and other areas as well. She liked the idea of celebrating South Portland and bringing out other activities and was in support of bringing more in.

Councilor Blake felt that this was a great thing to do here and liked the idea of having more events. He asked about a master plan for Wainwright and if there is one he would like to look at this. He also asked about the enclosed list and if there were any events before April 28?

Jessica Hanscombe Licensing Administrator explained that there had not been any events listed between January and April 28 2013.

Rick Towle Parks & Recreation Director discussed the Wainwright master plan and how it is in the concept level now and would look to the Council for direction on bringing this to a comprehensive planning stage. Rick went on to thank Jessica Hanscombe and the Clerk's Office for the work that comes together when they are all preparing these events with permits and communications with all departments involved.

Councilor Blake asked about having SMCC and City events on the same day and wondered if they were working together on street closures, and notifying people, etc.

Jim Gailey explained that they do send out notifications on such closures as a whole.

Councilor Blake discussed the 4th of July events and having issues with a large group and having kites, Rv's in and around Bug Light when it became dark, etc. and wondered if there were things to look at to help make the is safer and maybe a better place to hold these.

Councilor Linscott asked about parking issues and if there were any plans for satellite parking and if there were any complaints? (no complaints)

Jim Gailey discussed talking to event coordinators about letting folks know where to park and continues to work on this issue as well as looking into busing people in.

Councilor Smith liked all of the information given here and liked the idea of the buses to help out with transporting as well.

Councilor Cohen discussed street closures and not always finding the folks who actually live in the homes as some of them are renters and the notice may go to the property owners.

Councilor Pock asked about Wainwright events, the ice arena out there.

Rick Towle explained that they have expanded with more events out there such as the ice skating, cross country skiing and how this is a great flow for the areas.

Mayor Jalbert discussed the parking and traffic issues to look at here with the ongoing events and being able to work out any issues regarding these.

3. Establishment of Draft Committee: Jim Gailey, City Manager explained that as part of the process of establishing an ordinance to address development proposals involving oil sands/tar

sands products, the City Council is creating a Draft Ordinance Committee consisting of three members to conduct this work. An application was developed and posted on the City's website for interested persons to apply to be a member of this committee. The City Clerk received 12 applications and mailed copies of these to the Council on January 9th. On Monday, the Council will hold a discussion on process and guidance for the committee. The Mayor may recommend that each Councilor receive a tally sheet at the January 22nd Council meeting and rank the applicants from 1 to 12 based on criteria developed from their discussion. Then the City Clerk will put the results into a grid and total them to determine the three lowest scores (which would be the highest ratings based on a one, two or three ranking rate). At this time it is anticipated that three individuals will be appointed to the committee at the January 22nd meeting.

Mayor Jalbert thanked all of the twelve (12) applicants who applied for a committee position and he along with the City Clerk, Sue Mooney had worked on finding a method to core and rank folks in order to make a final choice of three (3). He added that even with a ballot or tally sheet they would still need a motion, a second and a vote for the members to be voted in. He also discussed a possible verbal interview with the applicants or not with the City Council.

Public Comment Opened:

Jeff Selser Summit Street agreed with the tally and added that he could not apply as he had a conflict with his work perceptually.

Kathy Chapman Beaufort Street felt that this was a good process and keeps the choices accurate and clear.

Russell Lunt Bingham Street felt that the choice should be with unbiased people here and to come forth with the best decision.

Mr. Rose 67 Buchanan Street discussed this being an advisory committee only here for this group to work on one area.

Brian Leonard expressed that he does not want reversal the pipeline here.

Edward Riner Ballard Street agreed that it should be unbiased folks to work on this and collaborate with a goal.

Patricia White wants people on the group who will ban tar sands completely and all ways to transport it in here.

Paul Cunningham 20 Edwards Street agreed with being unbiased here and had concern for the tragedy in the USA regarding spills, etc.

Karen Sanford Preble Street thanked all for keeping tar sands out of South Portland thus far and expressed her concern for how much tar sands can change and area and the need to be cautioned.

Charles Higgins felt that this was a big story here just like in many other areas, and felt that the Councilors are helping to work on this.

Bob White Orchard Street asked how we can achieve what we need to do and walk the line here, he also discussed protection.

Taryn H. Environment Maine asked to keep in mind the qualifications of applicants here.

Heidi Vertoller Freeport asked that the Councilors be cautious and careful here and felt the need to be familiar with local, international and federal law.

Michael Conolan 184 Fort Road added that he is a new resident to South Portland and is an applicant for the committee.

Crystal Goodrich 17 Highland Ave. thanked all who are involved here and felt that this would be an experience with great purpose.

Karlee Anderson introduced herself as one of the applicants from Biddeford.

Cynthia Dill also introduced herself as an applicant from Cape Elizabeth.
Russ Peirce, Attorney introduced himself as an applicant.
Orlando Delogu introduced himself as an applicant from Portland.
Abby Huntoon 12 Ledge Road thanked all of the Councilors for their work.

Public Comments Closed:

Mayor Jalbert asked Sally Daggett, Corporation Counsel about a release of names?

Sally Daggett discussed the applicants names are in confidence which is city practice until the person is appointed.

Mayor Jalbert discussed the issue of the Council pre-viewing items that the public is not seeing and wondered how it was worded on the applications whether it was said to release or not release the names.

Councilor Blake discussed this being the same process as we have always had here and if there were going to be a change then that would need to be discussed during a workshop.

Mayor Jalbert discussed the process of the applicant choices.

Councilor Beecher was looking for clarity in the process and she would like to see the applications rather than verbal interviews.

Councilor Cohen agreed with not having verbal interviews, and would not want to rush or delay the process as well. She discussed the possibility of meeting with the three members at a workshop.

Councilor Pock would like to keep it the same as other committees and follow that process, and agreed with written and no oral interviews.

Councilor Smith discussed the idea of someone having technical expertise in knowing what to look for here in an applicant. She asked how the applicants would work with the Council or would they not.

Councilor Linscott agreed on the no oral interview and did not feel ok with the idea.

Councilor Blake agreed with no oral interviews and further discussed the rank and tally format.

Mayor Jalbert further discussed the process of the applicant choice (see enclosed tally sheet) and further discussed the possibility of a tie and how that would work by going with the one with the closets votes or vote to actually break the tie.

Councilor Smith discussed the criteria that would be looked at year and the mission to accomplish as well as heading in the right direction to do this.

Councilor Blake discussed the issue of a tie and going down the list of closets votes.

Councilor Cohen asked at what meeting the voting would be done (January 22)

Mayor Jalbert agreed with following the format of filling the sheets and instantly adding them up to have a motion following which will vote them in.

Councilor Linscott understood the process and would recommend having the tally done prior so that they would know who the vote is going to be.

Councilor Smith discussed a tie, announcing this and having it go with the person who has the most ones (1).

Sally Daggett discussed any further issue and if the process did become a tie how this would be handled. She asked if they would want the tally sheets labeled with names (yes all ok with this).

Councilor Linscott asked about having more questions on the applications. (decided that this would not be a good idea)

Further discussion on charge to the committee and discussion ensued on what the group would discuss and work on here as a message to bring for the. Further discussed a workshop as a Committee, with City Council and new Facilitator once done and chose such dates on January 22.

Councilor Pock discussed an applicant and credentials of technical, professional and business backgrounds as well.

Councilor Cohen agreed and felt that someone with written land use language experience on the state and federal level.

Councilor Linscott felt the need for the applicants to have technical knowledge around the oil industry, scientific or professional. She discussed the idea of the other nine applicants being a resource for the chosen three.

Jim Gailey added that they would have a resource list as well.

Councilor Blake felt that this would involve being a collaborator, researcher, and having all resources available.

Councilor Smith agreed with her fellow Councilors lists of credentials for applicants.

Councilor Beecher discussed having this be a collaboration between both and keeping in mind the working waterfront.

Mayor Jalbert asked about public comment at the meetings, if they would have that and how long this time would be.

4. Review of Facilitator RFQ's: Jim Gailey, City Manager explained that in December, at the direction of the City Council, staff developed and advertised a Request for Qualifications (RFQ) for consulting services to facilitate the Draft Committee, which has been charged with the review and creation of an ordinance to address oil sands/tar sands products. Proposals were received on January 8th. The City received proposals from five individuals/firms. The City Council directed staff to bring forth three names for Council consideration. As part of the RFQ, staff developed a weighted system that would be applied upon receipt of the submissions. Finance Director Greg L'Heureux, Assistant Manager Jon Jennings and Jim individually went through each proposal and independently scored each one. The table below shows the results of the scoring process.

Facilitator RFQ /	Jim	Greg	Jon	Average
Edelstein Associates	82	75	90	82.3
Good Group Decisions	85	69	80	78.0
Susan Gallant	51	66	70	62.3
Nicholas Bournakel	35	62	40	45.7
Orlando Delogu	40	60	35	45.0

On Monday, the Council had the opportunity to review the proposals and work through a decision making process on which firm to bring forward on the January 22nd Council meeting.

Public Comment Opened:

Jeff Edelstein introduced himself and his company.

Mr. Rose 67 Buchanan Street expressed his support for Mr. Delogu as he has great experience working on a committee, as a facilitator and is an attorney.

Jeff Selser Summit Street discussed keeping on track, creating draft language that accomplishes goals in mind and felt that they are doing a great job here.

Bob White felt that they would need a facilitator that is politically in dept and can achieve an end result.

Kathy Chapman Beaufort Street felt a need for someone with experience in managing conflict.

Orlando Delogu added that he is interested in either the facilitator or committee and felt that there are limitations of municipal government.

Brian Leonard Broadway felt that there were conflicts here and did not agree that government would be involved on creating language regarding tar sands.

Public Comment Closed:

Mayor Jalbert added that there was a list of recommendations enclosed

Councilor Blake felt that five (5) is a good number to select from and further discussed the process of ranking.

Councilor Cohen added that she was pleased with the process here and had great faith in the outcome.

Councilor Smith thanked all of the staff who has worked on this, was not real happy with all of the areas.

Councilor Pock felt that there was a lot of information here to be able to focus in on.

Councilor Linscott was happy with the process here.

Mayor Jalbert appreciated all of the work being done here for this process.

The City Council Workshop Adjourned at 10:00 p.m.