1. INTRODUCTIONS

Committee members introduced themselves and provided brief overview of their interests in serving on the PMAC. Common themes that emerged included:

- Primary goal in 1st year is to provide general public with solid understanding of rationale for ordinance.
- Hope to increase awareness about using less chemically-intensive and more holistic approaches.
- It will be important to come up with metrics to measure progress / success.
- Ordinance implementation will also provide an opportunity to discover which practices work well and maybe not so well.
- South Portland’s ordinance implementation efforts will likely serve as a model for surrounding communities considering similar efforts.

2. REVIEW OF COMMITTEE CHARGE

The ordinance was reviewed to summarize the PMAC’s duties. Key responsibilities include:

- Advise Council and Sustainability Coordinator on challenges to successfully implementing ordinance
- Waiver application reviews
- Development and implementation of Education & Outreach Plan
- Consult with experts if/as needed
- Encourage participation / involvement from public in PMAC activities
- Review annual data and issue summary report to Council
- Conduct thorough review for all aspects of ordinance every 3 years and make recommendations to Council for amendments if/as needed
3. **OFFICERS, MEETINGS, RECORDS**

   a. **Terms of Office**: members drew numbers from a hat to establish staggered expiration / renewal dates for committee positions. The results were as follows:

      - 2018: Dave Melevsky and Bret LeBleu
      - 2019: Jesse O’Brien and Catch Chapman
      - 2020: Mike Hughes and Ann Morrill

   b. **Officers**: members appointed Ann Morrill as committee Chair and Fred Dillon as Secretary.

   c. **Records**: PMAC agendas and minutes will be placed on the City’s website.

   d. **Waiver Committee**: members appointed Ann Morrill and Dave Melevsky to serve on the Waiver Committee.

   e. **Meeting Schedule & Location**: for the next several months, the PMAC will meet on the 1st Monday of the month at 5PM with locations to be determined depending on availability of meeting space.

4. **EDUCATION & OUTREACH PLAN PROPOSAL**

Prior to discussing the Education & Outreach Plan proposal, members had a discussion about expectations for ordinance implementation. Comments / questions included the following:

   - Will the waiver committee be able to adequately consider requests “sight unseen” – i.e., without actually visiting properties for which waivers are being requested?
   - During the early implementation phases, consider more lenient approach in reviewing waiver requests.
   - For professionals on PMAC, may need to consider potential for conflicts of interest in reviewing waiver applications if committee member has provided (or will provide) services for applicant.
   - At some point in the future, it may be worth considering having a City staff person (or perhaps an intern) conduct site visits to serve as a buffer between the waiver committee and applicant. This could be done similarly to state requirement for all public schools to have “IMP Coordinator”.

Julie provided an overview of the draft Education & Outreach Plan proposal developed by the Cumberland County Soil & Water Conservation District and asked if the City might want to consider sole-sourcing with the CCSWCD due to the tight implementation timeline. Ideally, staff will provide a presentation to the Council in mid-January or early February. Ensuring discussion consisted of the following:

   - Initial and primary focus in E&O efforts should be on developing healthy soils and selecting / using appropriate plants (don’t focus so much on inputs)
• Important to incorporate extensive E&O efforts by Maine Board of Pesticides Control
• For trees, it will be really important to work with public on reducing chemical treatments (i.e., spraying)
• Very important to provide residents with an opportunity for input / involvement with E&O Plan development and implementation
• Also important to involve landscaping professionals

**NEXT MEETING:** Monday, February 6 at 5PM – location TBD