1. Reviewed 7/10/17 Meeting Notes with edit noted at top of document needed to reflect correct date

2. Review Draft Education & Outreach Plan Status
   - Overall the Plan is in a pretty good place but would still appreciate any PMAC review with any comments / suggestions for edits.
   - Next Steps & Outreach Methods
     - Review and set tentative target dates in Implementation Timeline (refer to JR’s handout)
     - Fall is best time to work on yard / landscaping but most folks tend to do it in spring
     - Ideal to alert audiences this fall about preparing for ordinance implementation as spring will be too late for some preparations.
     - Need to clearly identify what residents & businesses can and cannot do this fall.
     - Suggestion to ask Home Depot to use zip code for communicating directly with customers from South Portland.
     - Retailer Outreach Task List
       - Need to develop comprehensive list of retailers
       - If possible, outreach directly to retailers through personal visits
       - Begin this process sooner rather than later since retailers begin purchasing products well ahead of time
     - Train the Trainer Workshop for Project Partners
       - Need to clearly define what this will consist of so all partners on the same page and pulling in same direction
       - Will depend on target audience industry professionals will need different training from residents
       - Identify Training Opportunities for Professionals – e.g., NOFA, MELNA, Maine Arborists, etc.
o School Outreach: conduct in spring
o Consider contacting realtor to inquire about potential disclosure concerns; also consider trying to involve MEREDA.
o Consider contacting businesses owned by out-of-state entities that use landscaping services and identify current property managers.

3. Discuss Considerations for Waivers
   • Need to establish Waiver Committee members: Ann M and 1 licensed pesticide applicator (Justin, Jesse, or Mike); consider using all 3 depending on nature of the waiver (e.g., lawns, landscape or trees)
   • Focus on invasive species or plants?
     o May require site visit to verify nature of complaint
     o Refer to MBPC process as potential model
     o Require applicant to provide photos?
   • Considerable discussion on contents of waiver form (refer to JR’s notes based on PMAC feedback)
     o Add: method of application; timing of application (when it will be applied); temp; wind direction, etc.

4. Upcoming Events
   • 8/26 & 10/7: Down East and Broadway Gardens event to promote low maintenance sod grass from 10-noon.
   • 9/23: Heat Pump event at Community Center from 10-1.

5. Next meeting Monday 9/11/17 from 5-6:30 at location TBD

6. Adjourn