

**City of South Portland**  
**Arts & Historic Preservation Committee**  
**June 3rd, 2020**  
**Planning and Development Department**

**Members in attendance:**

Hannah Holmes, Chairperson  
Doreen Gay, Vice Chairperson  
Jessica Kessler, Secretary  
Kathy DiPhilippo, South Portland Historical Society  
Alessa Wylie, Greater Portland Landmarks  
Jim Flahaven  
Mark Wiesendanger

**Staff in attendance:**

Milan Nevajda, City Planner  
Justin Barker, Community Planner

Chairperson Hannah Holmes called the meeting to order at 7:37 a.m.

**Minutes:** Kathy made a motion to accept the minutes, Hannah seconded. The motion passed unanimously.

**Database Update:** Members discussed methods of revising the database to improve it and review missing details. Hannah suggested making an additional copy of the list, with proper documentation included. Justin shared his screen to show the standard form, to be used as a guide. Members discussed including a photo with each entry. Milan liked the inclusion of a photo, but raised legal questions of whether or not the committee can take pictures of private homes. He suggested waiting until properties are accepted by the city, then having the committee seek photographs. Doreen suggested connecting with past committee members Mary Derosé and Jon Godin for the forms used previously. Hannah reiterated the idea of creating a third list, so as to preserve the other drafts and protect the information. Kathy suggested making an additional column, for whether or not properties have been approved by the city. Members discussed at length whether or not to embed all the documentation into the current database, and how to do so. Hannah suggested including links to the Karma page for each property, under the heading "Supporting Documents." Justin expressed hesitation at the use of links, because they may change over time, and suggested a printable PDF. Members had more lengthy conversation regarding the storage of documentation. Kathy felt we should use hard copies. Milan said we should go all digital, as soon as possible. Alessa offered to make a form, and Kathy offered to help. Kathy also let the committee know that she will be on sabbatical and unavailable next month.

**Art Subcommittee Report:** Doreen gave a subcommittee report on the bustop project, that she is awaiting a reply. Hannah suggested we organize an event called "Lights on Broadway," a holiday light competition for this winter. Doreen offered to contact Bill Mann to help coordinate.

Hannah made a motion to adjourn, seconded by Jessie. Meeting concluded at 9:00 a.m.

**Next Meeting: Wednesday, July 1st, 2020 at 7:30 a.m.**