



**South Portland
Conservation Commission**

2015 Annual Report

Conservation Commission

Our Mission: *The South Portland Conservation Commission is a volunteer board appointed by the City Council to work with the City Council, City departments and other committees and boards on matters related to the creation and protection of the City's natural resources as well as the mitigation of environmental impacts on those resources.*

“Earth has no sorrow that earth cannot heal.”

- John Muir, 1872 (from *John of the Mountains*; L.M. Wolfe; 1938)

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1. Introduction

The Conservation Commission's duties and responsibilities are set forth in the Code of Ordinances (**Appendix A**). The Commission functions as an environmental advocacy organization for City of South Portland.

Our environment today is very different from that which John Muir encountered in 1872 when he wrote in his journal, "Earth has no sorrow that earth cannot heal." Climate change has called into question the effectiveness of the traditional conservationists' role as 'stewards' of natural resources. Does that mean citizens should give up on taking initiatives locally in the face of daunting global forces? Not at all, but we still need to focus on better understanding the interrelatedness of our natural environment, and tackling the things that really matter.

The scientist A. E. Camacho framed this challenge in a 2010 *Issues in Science and Technology* article:

"Ultimately, then, climate change forces us to decide whether we want to be curators seeking to restore and maintain resources for their historical significance; gardeners trying to maximize aesthetic or recreational values; farmers attempting to maximize economic yield; or trustees attempting to actively manage and protect wild species from harm even if that sometimes requires moving them to a more hospitable place."

This raises the question of what the Conservation Commission's role should be. 'Curators', 'gardeners', 'farmers', or 'trustees'? In a community such as ours, where true open space is limited, but we are fortunate to be located right next to Casco Bay, the answer ought to be "all of the above". Of equal importance the 'what is our role' question is the question of 'how do we accomplish it?' and how does the Commission leverage its limited resources to make real and enduring conservation gains in South Portland and the surrounding Casco Bay?

In future annual reports, we plan to do an objective self-assessment of our performance and discuss the degree to which we have addressed those two fundamental questions: What is South Portland doing to conserve and improve our environment? How well are we achieving those objectives?

This report summarizes the Commission's work during the 2015 calendar year, and includes our initial Tasks and Objectives tracking tool. We are all volunteers, of course, but like any organization that wants to make a difference in our community, we plan to look objectively at how well we've done the job at hand.

2. Summary of 2015 Activities

2.1. Coordination with Other Organizations

In 2015, the Commission made an effort to improve coordination with other City Departments, including the Planning Board, Planning Department, Water Resources Department, and the Parks and Recreation Department. Our objective was to improve communications generally, and with respect to the Planning Board, create a framework by which the Commission could assist the Planning Board in carrying out its responsibility to review, approve and monitor proposed and ongoing development projects in the City.

Starting early last summer, Commissioners McKeagney and McNutt began attending regular Planning Board meetings and reported back to the Commission on items which may impact matters relevant to the Commission. A joint workshop was also held with the full Commission and the Planning Board, facilitated by Planning Department staff, in an effort to create a better working relationship between the two groups and to explore ways in which the Conservation Commission could assist the Department in “best practices” research and city ordinance improvements related to areas of importance to the city’s conservation goals and objectives.

The Commission plans to make the Planning Board tracking and coordination role permanent.

2.2. Freshwater Wetland Compensation Fund

The Freshwater Wetland Compensation Fund (the “Fund”) provisions in the Code of Ordinances requires developers to pay a fee whenever freshwater wetlands or buffer zones cannot be avoided as part of a development project. The fee is based upon the area of the wetland area that would be unavoidably impacted as part of the proposed development.

The Commission Chairman and Director of the Water Resources Department must jointly approve any expenditure made from the Fund.

As of June 30, 2015, the Fund balance was **\$172,513**.

During the 2015 City fiscal year, \$825 was added to the Fund associated with the Parkway Woods development project (Coastal Realty Capital LLC) approved by the Planning Board in January 2016. The Commission and Water Resources Department signed off on a \$15,000 Fund award for the following project:

- Youth Conservation Corps: Equipment, plant materials, and staffing to design and build stream channel improvements in the Trout Brook watershed.

2.3. Open Space Planning

The Open Space master list has received intermittent attention over the past decade. This list had approximately 230 properties on it, consisting of a diverse mix of sites, including:

- City parcels such as sewer right-of-ways, pump stations, municipal buildings;



- Tax default lots;
- Parcels adjacent to the greenbelts; and
- Other properties totaling approximately XX acres.

During the fall of 2015, Jim Gailey, City Manager, and Tom Blake, City Councilor (now Mayor), asked the Commission to review an Excel spreadsheet document of City-owned or -controlled properties (the “Master List”), to determine whether any of those listed properties might have conservation potential. The Commission agreed to do a preliminary screening of the Master List and to volunteer several Commission members to an ad-hoc committee that might be established with the objective of conducting a more rigorous review of the Master List in an effort to further reduce the number of surplus properties across the City.

As part of its preliminary screening exercise, the Commission built an ‘Open Space Strategic Plan’ that outlined the methods and measures that it used in identifying parcels of City-owned open spaces from the Master List that are of particular conversation and/or ecological resource value and which could therefore be preserved through either (a) conservation easement(s), (b) deed restriction, and/or (c) open space zoning district revision. Based on the aforementioned study design, also contained in the plan is a detailed review of specific City-owned spaces that the Commission believed should be (a) eliminated from further consideration and (b) retained and examined as worthy conservation plots by an ad-hoc committee charged with implementing the plan.

After completing the Open Space Strategic Plan, the Commission approached Josh Reny, Assistant City Manager and Economic Development Director, and Steve Jocher, member of the South Portland Land Trust, to identify and determine next steps in the City’s open space planning processes. On February 8, 2016, Commissioners Critchfield and MacLeod met with Mr. Reny and Mr. Jocher to discuss streamlined efforts and the potential creation of an ad-hoc committee designed to implement the plan. It is one of the Commission’s principle focuses and objectives to fulfill this plan in 2016 with the help of City and community resources.

2.4. Energy Policy and Infrastructure

The City’s Energy and Recycling Committee has primary responsibility for analyses and recommendations associated with energy use initiatives and recommendations to City Council on energy matters. Accordingly, energy conservation and policy initiatives do not typically fall under the Conservation Commission’s mandate. Further, there is no specific provision in the Code of Ordinances giving the Commission any responsibilities in this area.

During 2015, after much deliberation the Commission took one initiative related to energy use in South Portland – As a result of the contentious debate over the propane storage facility siting issue, the Commission deliberated and drafted a letter to City Council with a handful of broad recommendations concerning energy policy (**see Appendix B**).



In light of the fact that this is not a directed role for the Commission, we offer several ideas on where to go from here:

- *Review of Alternative Energy Sources to Meet Operational City Needs*

The Commission was given the opportunity to review city proposals to meet a larger share of municipal energy needs through alternatives to fossil fuels. A large-scale solar project and biomass electrical generation were among ideas that merited the City's full attention. The Commission did have some questions about the thoroughness and rigor of the analyses that supported the proposals. Without faulting the work of the city staff, the data did raise questions about the underlying cost and benefit assumptions that are currently applied to alternative energy proposals. While encouraging the City to continue its work in this area, the Commission also identifies the parallel need to develop a more complete understanding of the positive and negative aspects of a transition to alternative energy sources.

The Commission strongly supports these energy initiatives and greatly appreciates the chance to have played a role in consideration of those that were presented in 2015. These ideas, and other similar possibilities should continue to be pursued. At the same time, it is hoped that full attention will be directed to understanding both the short and long term environmental implications of the broadening array of energy alternatives that are becoming to South Portland and the region.

- *Comment and Recommendations About Long Term City Energy Supply Strategies*

The Commission commented on the proposal to develop propane storage at Rigby Yards by suggesting that the City should initiate an assessment and planning process to formulate a long-term energy resources plan that would reduce the size and scope of the local fossil fuel infrastructure. Recognizing the extent of community concern during recent years about both existing and potential storage and transport facilities for fossil fuels, the Commission initiated a discussion within city government about the need for a positive and assertive plan to meet both public and private energy needs through resources that presented less imminent risk to public health and safety.

The City Council, on its own initiative, launched a review of pertinent sections of the fire code and, in response to the Commission's request, charged the city's Sustainability Coordinator, the Energy and Recycling Committee, and the Commission to undertake a review of energy resource needs and the implications for management and storage of those resources within South Portland. This process is underway as of early 2016.

2.5. Internal Organization and Divisions of Labor within the Commission

Over the course of 2015, the Commission implemented a number of changes to its organizational structure and processes in an effort to most effectively and efficiently achieve the set of mandated duties and responsibilities defined in its charter. To that end, during the



winter of 2015, the Commission first developed and launched a three-pronged subcommittee structure, each group designed to take lead on a particular set of tasks that would fulfill the Commission’s mission and charter:

- Ecosystem Resources & Research – Open space, Freshwater Compensation Fund administration, community protection initiatives.
- City Planning & Review – Comprehensive Planning process, Planning Department development proposals review process, shoreline management.
- Outreach – Grant applications, grant administration, emerging environmental issues, state/federal rulemaking potentially impacting conservation issues in the City.

However, due to both resource constraints and member turnover inherent in volunteer-led organizations like the Commission, as well as an overall lack of clarity regarding the organization’s precise function and responsibility in the City as defined by its charter, the Commission realized that a more thorough, conscious, and focused effort needed to be explored and tackled to appropriately flesh out its charter in a way understandable and tangible to all Commissioners.

What resulted from a two-month long organizational restructuring process, which involved information gathering and an exercise in interpretation, was not a revision to our charter, but instead a three-tiered delineation and outline of specific goals, objectives, and tasks that could be used by the Commission to realize its mandated duties and responsibilities – and therefore its function as a conservation resource in the City. The Commission’s “Status Report” – the main product of this strategic planning effort – parallels its charter, breaking down the group’s focus areas into the following four goals (with specific objectives and tasks following beneath each; see Appendix C for more details):

- Enhance Natural Resources Planning & Development
- Develop & Collaborate on the City’s Conservation Initiatives & Standards
- Implement Community Education & Outreach on Critical Conservation Issues
- Develop Commission Structures & Processes

This Status Report, reviewed and updated at the close of each of the Commission’s meetings, is used as a project-, time-, and resource-management tool, allowing the Commission to stay on task at all times by knowing who’s doing what, when, where, and how. The Report has been devised for the 2016 calendar year and will be reviewed and refreshed at the end of the year, effectively enabling the Commission to provide a sort of “look back” at accomplished tasks during the previous year and to identify areas of improvement for the next.

3. 2016 Planned Activities

3.1. Budget

Up until now, the Conservation Commission has never operated with an annual budget tied to property tax funds. We do not think that should change. However, beginning in fiscal year 2016, the Commission will endeavor to establish a budget and raise a dedicated fund to support ongoing conservation and education work. This is envisioned to be a two-step process: (a) create a budget and spending schedules; and (b) raise funds to support the budget.

The Commission contemplates raising necessary funding solely through grant awards, without having to resort to any fundraising efforts.

To this end, the commission compiled a list of appropriate grants. We applied for and in April 2016 received a grant from the Casco Bay Estuary Partnership which will fund outreach about the freshwater resources of the City. We will implement this program during 2016.

3.2. Pesticide Ordinance

At the request of the City Manager, the Conservation Commission will review the ordinance and engage city staff to clarify ordinance justification, rules and impacts. Upon completion of our deliberations, the Commission will provide comments back to city staff and the City Manager.

3.3. Freshwater Wetland Compensation Fund Grants

The Commission is developing a proposal to use the resources of the Freshwater Wetland Compensation Fund to support local community grants for projects designed to protect South Portland wetlands or to improve the water quality of the city's five "urban impaired" streams. Awards up to \$2,500 will be made to local groups, individuals, associations, or businesses that propose practical water quality projects that conform to applicable environmental standards, municipal ordinances, and private property rights. Projects may include, but not limited to, mitigation of storm water runoff, refuse removal, control of invasive species, public education, and targeted monitoring of water quality. The Commission is completing its internal consultation with City departments and officials and plans to present its proposal to the City Council prior to a Fall 2016 project launch.

APPENDICES



Appendix A

Powers and Duties

The Conservation Commission currently serves as a research, advisory and advocacy group on environmental and conservation issues impacting the City of South Portland.¹ This broad mandate is translated into the following general powers and duties, as set forth in the City Ordinance²:

- a) *Keep records of meetings and activities and make annual reports to City Council;*
- b) *Conduct research in conjunction with the Planning Board on local land areas;*
- c) *Coordinate activities of conservation bodies organized for similar purposes;*
- d) *Keep an index of all open areas within the City, and where appropriate make recommendations on ways to protect, develop and use certain open areas in the City (including, but not limited to, acquisition of conservation easements);*
- e) *As necessary and appropriate, communicate information to the public on conservation issues (printed or electronic);*
- f) *Assist the City in promotion of its open space and park plans; and*
- g) *Work on conservation and environmental activities referred to it by City Council.*

¹ Code of Ordinances, Section 2-76

² Code of Ordinances, Section 2-79



Appendix B

Commission Letter to City Council



South Portland Conservation Commission

November 3, 2015

Mayor Linda Cohen
City of South Portland
25 Cottage Road
P.O. Box 9422
South Portland, ME 04106

RE: Statement on the Rigby Yard Liquid Petroleum Gas (LPG) Proposal & South Portland's Future Management of Affordable, Clean, & Sustainable Energy Alternatives

Dear Mayor Cohen:

The South Portland Conservation Commission is a formal panel of South Portland citizens authorized to consider and review environmental matters of importance to the City and its residents. The Commission explores a wide range of questions pertaining to the quality of life and health of local citizens and, when appropriate, shares its observations and insights with the City Council and other decision-makers within city government. It does not attempt to duplicate the work of the Planning Board in reviewing the implications of individual projects. However, the Commission may provide supplemental information or define a broader environmental context in response to certain exceptional cases. The liquid petroleum gas (LPG) storage facility proposed by NGL Supply Terminal Co. at Rigby Yard merits such an environmentally oriented commentary.

The Commission recognizes the dilemma that LPG and other fossil fuels present to the City. The vast majority of its residents depend on such fuels for the greater part of their energy needs. Consequently, a substantial amount of public and private infrastructure is devoted to their storage and distribution. South Portland's unique resources thus play an important role in maintaining the economic health for much of Southern Maine. At a very practical level, many families are immediately dependent on these accessible forms of energy. Such considerations thereby sometimes cause the City and its residents to embrace development that meets these needs not only in South Portland but in many surrounding communities.

At the same time, the Commission understands that continued dependence on fossil fuels is ultimately environmentally destructive, economically unsustainable, and potentially unsafe. South Portland is already breaking new ground with several promising clean energy initiatives reflecting a growing awareness of an alternative vision for its future. It is becoming increasingly evident that a permanent route to greater community prosperity and well being will depend on timely adoption of safe and renewable energy solutions.

The Commission questions the enduring investment of South Portland's limited resources in matters pertaining to the perpetuation of fossil fuel infrastructure. The City's finite capacity, particularly its physical space, public service infrastructure, and attention of municipal officials, is already stressed by demand for further development. It is therefore counterproductive to continue to consume these resources through activities that support 'old technology' rather than

through actions that might foster a more rapid conversion to affordable, clean, and sustainable energy alternatives — a mandate distinctly outlined by the revised Comprehensive Plan that the City adopted in 2012.

In its Comprehensive Plan of 2012, the City explicitly declares itself as a "GREEN CITY" (4-1). It puts forth a strong vision and strategic management and policy framework to achieve a number of energy and environmental objectives including, but not limited to, reducing South Portland's carbon footprint by promoting and developing alternative energy sources and their infrastructure as well as the overall improvement of energy efficiency and conservation (4-1,2). The plan calls for a community that is "focused on minimizing its impact on the environment" (4-1).

Of course, the Commission recognizes that it may be harmful, and even potentially irresponsible, to establish an outright prohibition on further development of fossil fuel infrastructure. South Portland's very nature and capacity as a City has long thrived because of, and been recognized for, its revolutionary industrial, distribution, and technological uses relating to fossil fuel infrastructure.

However, it will undoubtedly be even more irresponsible for the City to heedlessly drift into an ill-defined future. As a City, we are moving toward an inevitable tipping point where alternative energy solutions will begin to overtake existing reliance on old technology and fossil fuels. A pattern of development that reflects a spontaneous, disjointed patchwork of public and private alternative energy initiatives and incremental investment in fossil fuel utilization may leave us with the least of both worlds. It is time to move to a more comprehensive and ambitious public policy that promotes an accelerated process of conversion within a framework of purposeful goals and well-reasoned incentives.

The Conservation Commission urges the City Council to seize greater control of South Portland's energy future. We request to be charged, in potential collaboration with the Energy and Recycling Committee, to pursue the following recommendations related to the City's future management of affordable, clean, and sustainable energy alternatives:

1. Develop and adopt a formal energy plan, consistent with the mandate of the Comprehensive Plan of 2012, which identifies effective strategies for transitioning to alternative energy resources for municipal, business, residential, and transportation purposes. Examples of the plan's objectives to be implemented include:
 - a. Encourage the development and redevelopment of "green" building standards, regulations, and incentives, as well as mixed-use and compact-development land use policies (6-44,45).
 - b. Assure "quality design" in the development, redevelopment, and/or expansion of buildings and infrastructure to be consistent with the excellence and character of the established neighborhoods (6-45).
2. Review and update City ordinances to support the formal energy plan's objectives and goals and to discourage further expansion of fossil fuel infrastructure.
3. Explore and implement incentive programs to promote residential and business conversion to sustainable energy sources.
4. Engage regional and statewide interests in collaborative alternative energy development projects.
5. Assess the practicality of establishing a Sustainable Energy Compensation Fund as a means of offsetting the burden of any additional development of fossil fuel infrastructure.
6. Place emphasis on early engagement and attentive listening to City residents and representatives of the municipality's various neighborhoods.
7. Endorse the Commission's proposed plans to conduct a series of forums expressly designed to open up a dialogue of alternative energy solutions with City residents, representatives, and personnel.



On behalf of the South Portland Conservation Commission, we thank you in advance for your consideration of our statement and proposed recommendations for accelerated progress toward an affordable, clean, and sustainable energy future for the City. Please let us know if you have any questions regarding this statement. We are prepared to engage in further discussion at your convenience. As always, you can contact us directly at conserve.sp@southportland.org.

Sincerely,

The South Portland Conservation Commission



David H. Critchfield
Chairman, Conservation Commission

cc: James Gailey, City Manager
Members, South Portland City Council
Members, South Portland Energy and Recycling Committee



Appendix C

Goals and Objectives Report





Goal #1: Enhance Natural Resources Planning & Development

Objectives

1.1 — Plan for the efficient acquisition and management of natural resources in the City, and take actions to ensure that City departments monitor such conservation measures and restrictions.

| # | Task | Due Date | Commissioners | Status |
|-------|--|----------|---------------|---|
| 1.1.a | Define “natural resources” as it relates to the City and identify methods for monitoring the effectiveness of such natural resource conservation measures. | 08/15/16 | B. McKeagney | In progress: Creation of natural resources priorities list and priority rubric. Next update: August 15 |
| 1.1.b | Meet and work with J. Gailey and other City personnel to discuss the City’s natural resources, its current acquisition and management procedures, and how the Commission could assist in monitoring those resources. | | B. McKeagney | |

1.2 — Establish a conservation index (i.e., a master list) of critical open space areas; obtain information relating to the proper protection, development, and/or use of critical open space areas; develop and implement methods to update and prioritize the conservation index for purposes of allocating human and financial resources.

| # | Task | Due Date | Commissioners | Status |
|-------|--|----------|---|--|
| 1.2.a | Develop resource acquisition ranking methodology for appropriately sorting and filtering the City’s list of open space properties into a manageable, categorized conservation priority list. | Ongoing | C. MacLeod, S. Bois | C. MacLeod chair of Open Space Strategies committee, S. Bois member. Additional group members include: J. Reny (Assistant City Manager), S. Puleo (Planning Department), S. Jocher (Land Trust), and four citizens. Next committee meeting scheduled for 6/15, 7PM, Planning Department |
| 1.2.b | Identify a reasonable set of tools for ongoing protection, development, and use of the index by, for example, receiving input from other conservation groups and/or a consultant. | 05/02/16 | D. Critchfield, C. MacLeod, S. Bois B. Klotz | Clustered with the above task, 1.2.a. |

| | | | | |
|-------|---|----------|--|---------------------------------------|
| 1.2.c | Develop “high quality” conservation resources acquisition plan and budget; methods of updating and prioritizing such an index for the purposes of allocating resources. | 09/07/16 | D. Critchfield, C. MacLeod, S. Bois B. Klotz C. McNutt | Clustered with the above task, 1.2.a. |
|-------|---|----------|--|---------------------------------------|

1.3 — Promote the City’s open spaces and park places

| # | Task | Due Date | Commissioners | Status |
|---------|--|---|-----------------------------|--|
| 1.3.a | Research both public and private grant opportunities that could work to financially support and facilitate the ongoing promotion of the City’s open spaces and park places; submit at least <u>three</u> grant applications per calendar year. | 06/20/16 | J. Meredith B. McKeagney | In progress: An overview of select Maine-administered grants for conservation-related projects has been assembled. Determine applicability to open spaces for proposal by end of Q2/2016? |
| 1.3.a.i | Casco Bay Estuary Partnership | 6/20/16 | J. Meredith | To provide status update at next 6/20 full Commission meeting, following 6/9 subcommittee meeting |
| 1.3.a.i | Freshwater Compensation Grant Project | 7/18/16 (check in) City Council brief (8/8/16) | B. McKeagney | <p>Conversations with J. Gailey, P. Cloutier, F. Dillon, S. Daggett, G. LaRoux</p> <p>Seemingly full support of City administration; P. Cloutier driving the initiative to get the project approved.</p> <p>Draft revision items:</p> <ul style="list-style-type: none"> • Make language more explicitly connected to the ordinance itself • Do not allow the project to drift too far into freshwater resources; connect to wetlands (and the health of wetlands) – both fresh and salt? • Do not appear to be using public funds for private projects <p>B. McKeagney working on a revised draft of the project</p> |
| 1.3.b | Plan the promotion of the City’s open spaces and park places via print publication and social media outreach efforts, using the City’s designated funding resources to implement the necessary advertisement. | 6/20/16 | S. Bois C. MacLeod | On Hold: To be informed by Open Space Strategies committee. Use index of open spaces and park places to determine most desirable spaces to promote. |
| 1.3.c | Support and advise the construction of educational trails through the City’s open spaces and park places. | | S. Bois C. MacLeod | Perhaps working in conjunction/satisfied by item 1.3.a.i – Casco Bay Estuary Partnership grant project |
| 1.3.d | Support and advise the maintenance of educational trails through the City’s open spaces and park places. | | S. Bois C. MacLeod | Please see item 1.3.c |
| 1.3.e | Support and advise the hosting of educational trails through the City’s open spaces and park places. | | S. Bois C. MacLeod | Please see item 1.3.c |

Goal #2: Develop & Collaborate on the City's Conservation Initiatives & Standards

Objectives

2.1 — Establish a close relationship with City Council and other key City departments

| # | Task | Due Date | Commissioners | Status |
|-------|---|----------|---|--|
| 2.1.a | Invite a councilperson, or other relevant guest, to at least one of the Commission's scheduled meetings per month to discuss upcoming activities, matters, and/or opportunities impacting the City for which the Commission can assist, advise, and/or represent councilpersons, key City personnel, and/or citizens. | Ongoing | D. Critchfield All | In progress: 6/6 meeting – Mary Tomlinson from the Maine Board of Pesticides Control; 6/20 meeting – Eben Rose, City Councilor |
| 2.1.b | Organize a quarterly report for the City Council and key City personnel about achieved and ongoing activities; present report to city councilpersons, others. | 05/16/16 | All | On Hold – To discuss more with group. |
| 2.1.c | Coordinate conservation-related activities and opportunities with the Planning Board; attend the Board's regularly scheduled meetings. | Ongoing | B. McKeagney, C. McNutt J. Meredith | In progress: Currently attending and reporting back on Planning Department meetings |
| 2.1.d | Coordinate conservation-related activities and opportunities with the Parks & Recreation Department; meet with the Department on a regular basis. | Ongoing | C. MacLeod | |
| | Coordinate conservation-related activities and opportunities with the City's sustainability coordinator. | Ongoing | B. Klotz | Pesticides Workshop on 5/23 with J. Rosenbach and F. Dillon |
| 2.1.e | Create a shared email address and mailbox at which councilpersons and key City personnel can contact the Commission. Announce, and make well know, the availability and convenience of this email address. | 06/20/16 | C. MacLeod | In progress: Draft email to J. Gailey, E. Carrington notifying him of the email address |

2.2 — Request City Council input and support for conservation-related initiatives; respond to conservation-related information requests from City Council.

| # | Task | Due Date | Commissioners | Status |
|-------|--|----------|---------------------|---|
| 2.2.a | Seek the City Council's assessment and investment of the Commission's activities, matters, and/or opportunities through one-on-one meetings, presentations, and any other means necessary at least on a quarterly basis. | 04/18/16 | B. McKeagney All | In progress: Idea – 5 min. briefing to City Councilors B. McKeagney has spoken with Councilors E. Rose, B. Fox, and Mayor Blake about the Commission's interest in communicating more directly with the City Council. To schedule time individually with Councilors to learn more; potential workshop conversation with full Commission? |
| 2.2.b | Respond to any feedback and/or follow-on requests from the City Council that the Commission considers most appropriate, significant, and/or urgent upon review with all commissioners at the next scheduled meeting. | TBD | All | |

| | | | | |
|-------------|--|--------|------------------------------------|---|
| 2.2.b. i | Pesticides Ordinance | 6/6/16 | All | To discuss position and involvement on pesticides issue |
| 2.2.c | Present to the City Council, and respond to the Council's requests, regarding any grant opportunities that could involve the collaboration of the City and the Commission to achieve the Commission's goals. | TBD | J. Meredith B. McKeagney All | |

Goal #3: Implement Community Education & Outreach on Critical Conservation Issues

Objectives

3.1 — Advocate to City Council, City departments, other committees, and South Portland citizens on important conservation-related issues.

| # | Task | Due Date | Commissioners | Status |
|-------|---|----------|---|--|
| 3.1.a | Identify the Commission as the City's representative, and primary point of contact, for all activities, matters, and opportunities with a conservational or environmental interest or concern. | 03/31/16 | D. Critchfield B. McKeagney | In progress: D. Critchfield, with B. McKeagney, has written a letter addressing this function and responsibility to Mayor Blake; to send out to Mayor Blake and City Council ASAP. |
| 3.1.b | Develop and hold informational forums and movie series, on a quarterly basis, which seek to educate and strengthen the understanding of the City on a particular issue directly impacting its departments, committees, and/or citizens. | 03/31/16 | C. MacLeod M. Braley B. Klotz B. McKeagney | Perhaps working in conjunction/satisfied by item 1.3.a.i – Casco Bay Estuary Partnership grant project |
| 3.1.c | Generate public notices of new work, activities, and opportunities, including the development and implementation of a bi-monthly newsletter distribution. | 03/31/16 | C. MacLeod D. Critchfield B. McKeagney | Perhaps working in conjunction/satisfied by item 1.3.a.i – Casco Bay Estuary Partnership grant project |
| 3.1.d | Use the Commission's point email address, social media accounts, newsletter, and other forms of communication (e.g., print publication in local newspapers) to inform the public, and solicit their input, on various conservation-related issues or upcoming events. | Ongoing | C. MacLeod D. Critchfield B. McKeagney | |

3.2 — Collaborate with local and regional conservation bodies operating within the state of Maine to achieve the Commission's goals, objectives, tasks.

| # | Task | Due Date | Commissioners | Status |
|-------|--|----------|-----------------------------|-------------|
| 3.2.a | Connect with city-delegated conservation commissions in the Greater Portland region; invite respective leaders to Commission meetings. | 6/20/16 | M. Braley | |
| 3.2.b | Host bi-annual workshops with city-delegated conservation commission leaders to discuss local and regional activities, matters, and opportunities. | 6/20/16 | M. Braley | |
| 3.2.c | Establish line of communication with other, broader conservation groups (e.g., Conservation Law Foundation, Sierra Club, National Resources Council of Maine); invite respective leaders to Commission meetings. | 6/20/16 | M. Braley D. Critchfield | |
| 3.2.d | Reach out to local grassroots conservation groups (e.g., Protect South Portland; Bees, Bays, & Backyards) to learn about their current activities and agendas in order to (a) identify mutual interests and (b) assess potential partnerships; invite respective leaders to Commission meetings. | 6/20/16 | M. Braley | |
| 3.2.e | Establish a relationship with the SP school system. | 6/20/16 | C. MacLeod | T. Ferrante |
| 3.2.f | Coordinate activities with the Recycling & Energy Committee and other key | 6/20/16 | D. Critchfield | |

Goal #4: Develop Commission's Structures & Processes

4.1 — Standardize the Commission's common processes, including a redesign of its webpage, the development of a consistent brand identity, and the production of meeting minutes and scheduled reports detailing the Commission's achieved and ongoing matters.

| # | Task | Due Date | Commissioners | Status |
|-------|---|----------|--|--------------------------------|
| 4.1.a | Assist in redesigning the Commission's City-operated webpage to become more of a resource for the City Council, key City personnel, and citizens by displaying current events, social media feeds, and helpful calendars. | | C. MacLeod S. Bois | |
| 4.1.b | Develop a consistent brand identity for external purposes through the addition of standardized collateral (e.g., presentation templates, infographics, press releases, newsletters) and a well-developed social media (e.g., Twitter, Facebook) presence. | Ongoing | C. MacLeod | |
| 4.1.c | Keep records of the Commission's meetings via publicly recorded minutes (available on its webpage). | 6/20/16 | C. MacLeod | |
| 4.1.d | Develop and produce quarterly reports detailing the Commission's achieved and ongoing activities, matters, and opportunities. | ?? | D. Critchfield, C. MacLeod, B. McKeagney | On hold: to discuss with group |
| 4.1.e | Develop and produce an all-encompassing annual report detailing the Commission's achieved and ongoing activities, matters, and opportunities. | 6/20/16 | D. Critchfield B. McKeagney | |

4.2 — Continue to refine organization design to ensure clear vision and roles, cohesive teamwork, a structure that supports organization objectives, and operating efficiency.

| # | Task | Due Date | Commissioners | Status |
|-------|---|----------|----------------|------------------------------|
| 4.2.a | Update Commission status report on per meeting. | Ongoing | C. MacLeod | |
| 4.2.b | Continue to refine and update the Commission's set of goals and objectives, as well as its overarching mission and vision statements, on a bi-annual basis. | 06/20/16 | | |
| 4.2.c | Retain 75% of Commissioners per calendar year. | 12/19/16 | D. Critchfield | Bring back workshop meetings |

4.3 — Maintain a sustainable and growing funding source, including the application of public and private grant opportunities and the management of the Freshwater Compensation Fund, which allows for the Commission's projects to be fulfilled efficiently and effectively.

| # | Task | Due Date | Commissioners | Status |
|-------|---|----------|---|--------|
| 4.3.a | Carefully design a funding plan, including the incorporation of grant application and management, to ensure sustainability and project success. | | D. Critchfield, S. Bois, B. McKeagney | |
| 4.3.b | Research both public and private grant opportunities that could work to | 06/20/16 | J. Meredith, | |

| | | | | |
|-------------|---|--|----------------------------|--|
| | financially support and facilitate the ongoing promotion of the City's open spaces and park places; submit at least <u>three</u> grant applications per calendar year. | | C. MacLeod | |
| 4.3.c | Determine boundaries and definitions of the Freshwater Compensation Fund; identify a strategic plan for the allocation, maintenance, and sustainability of the fund and its monies. | | D. Critchfield, S. Bois | |
| 4.3.c. i | Freshwater Compensation Fund Grant Program | | B. McKeagney | |

Appendix D

Commission Membership

Each City Councilor may appoint two Commissioners, with appointments being made for a three-year term, or continuation thereof. Appointments to unexpired terms run to the end of the original appointment term.

The following individuals serve on Commission for the current year:

1. Suzette Bois
 2. Meg Braley
 3. David Critchfield
 4. Justin Gove
 5. Bob Klotz
 6. Chad McCloud
 7. Bob McKeagney
 8. Charles McNutt
 9. Jody Meredith
 10. Joe Pagano
 11. Megan Sheehan
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