



SPCC MEETING

LOCATION	South Portland City Hall, Lower-Level Conference Room
DATE & TIME	February 1, 2016; 6:00PM
COMMISSIONERS	D. Critchfield (Chair), S. Bois (Vice Chair), C. MacLeod (Secretary), M. Braley, C. McNutt, B. Klotz, B. McKeagney, J. Meredith
GUEST(S)	L. Cohen (SP City Councilor)
NEXT MEETING	February 17, 2016; 6:30PM

APPROVE PRIOR MEETING MINUTES	– No prior meeting minutes to approve; last meeting – 2/1 workshop	D. Critchfield	5 min.
GUEST SPEAKER	– Linda Cohen, SP City Councilor <ul style="list-style-type: none"> ○ Brief discussion of City Council activities, Conservation duties and expectations 	L. Cohen	10 min.
ADMINISTRATIVE MATTERS	– Commission to identify a more thorough and comprehensive set of procedures for appointing Commissioners in an effort to reduce turnover.	D. Critchfield	5 min.
NEW BUSINESS	– Review Commission’s new strategic plan (status report) <ul style="list-style-type: none"> ○ Overview of “working” objectives and strategies ○ Discussion of plan administration and maintenance ○ Assignment of Commissioners to certain objectives’ tasks 	C. MacLeod	30 min.
ONGOING MATTERS	– Freshwater Wetland Compensation Fund <ul style="list-style-type: none"> ○ Mildred Street – Nothing to report – Grants <ul style="list-style-type: none"> ○ Trout Brook, Sections 604(b), 319 – Nothing to report 	D. Critchfield D. Critchfield	2 min. 2 min.
COMMISSION STATUS REPORT	– Enhance Natural Resources Planning & Development <ul style="list-style-type: none"> ○ Update on open space planning development – D. Critchfield and C. MacLeod to meet with City personnel to discuss City’s open spaces and next steps for properties of conservation interest. – Develop the Commission’s Structures & Processes <ul style="list-style-type: none"> ○ Development of consistent brand identity and written reports – C. MacLeod shared with the Commission a 	D. Critchfield C. MacLeod	15 min. 5 min.

	number of new document templates for Commissioners' uses.		
MEETING AJOURNED	– Final comments, thoughts, questions, takeaways – Nothing to report.	All	5 min.

SPCC Mission Statement

The South Portland Conservation Commission is a volunteer board appointed by the City Council to work with the Council, city departments, other committees, and the community on matters related to the creation and protection of the city’s natural resources (open spaces, the coastline and all fresh water bodies and wetlands) as well as the mitigation of environmental impacts on those resources.

SPCC Powers & Duties (Article 3, Division II, Section 2-79)

- A. Shall keep records of its meetings and activities and make an annual report to the city council;
- B. Shall conduct research in conjunction with the Planning Board on local land areas;
- C. Shall seek to coordinate the activities of conservation bodies organized for similar purposes;
- D. Shall keep an index of all open areas within the city, whether publicly or privately owned, including open marshlands, swamps, and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the city council or to any board of the city or to any body politic or public agency of the state a program for the better protection, development or use of such open areas, which may include the acquisition of conservation easements;
- E. May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary;
- F. Shall assist the city in promotion of its open space and park plans, including the Greenbelt Master Plan, the Clarks Pond Study and the Recreational Area/Open Space Study and Linkage Plan; and
- G. Shall undertake any other conservation or environmental activities referred to it by the city council.