Peaks Island Neighborhood : Meetings, Jan-Apr 2002.

Peaks Island Neighborhood Association

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Recommended Citation
First Neighborhood Planning Meeting, Thursday January 10, 2002

The aim of the first Neighborhood Planning meeting was to begin organizing the neighborhood planning process for Peaks Island. Additional outcomes were to develop a "bird's eye" view of the Peaks Island plan, a structure to achieve that goal, the will to proceed with a planning process, and identify and agree upon the next procedural steps. First, the attending members established a series of ground rules.

Ground Rules:
- "Lurking" is not allowed. Everyone who attends a meeting is encouraged to participate in all discussion
- Get to the point
- Stay on task
- We are organizing the plan, not doing it, therefore we must maintain the appropriate amount of abstraction
- For the scribe spelling and grammar don't count

Why make a neighborhood plan?
- Develop a vision for future compatibility issues, i.e. growth, preservation
- Forces people to think about issues and trade offs
- Plan that is representative of islanders opinions so we can press city
- Opportunity to discuss and reach consensus, develop a blueprint
- Stop complaining and do something
- Framework to steer change
- Encourage environmental responsiveness and protect shared resources
- Respond to city's request for input
- Initiate a response

What are the characteristics of a good plan/planning process?
- Inclusive
- Realistic and visionary
- Identify most important issues and try to address those issues
- Elastic/flexible
- Everyone gets a chance to have input and discuss that input
- Be well informed, based on fact
- Timetable for accomplishment and for refreshing the plan
- Accessible to the public and islanders
- Recognize that policies are important and have unintended and intended impacts
- Include parties who have current expertise and responsibilities in that area
- Balance between rigidity and vagueness
- Well organized process and appropriately structured
- Make room for increasing diversity

Elements of the City Plan for neighborhood input:
1\textsuperscript{st}: Neighborhood organizing
2\textsuperscript{nd}: Data collection
3\textsuperscript{rd}: Big community meeting to develop the plan
4\textsuperscript{th}: Draft report
5\textsuperscript{th}: Final report
6\textsuperscript{th}: City review
7\textsuperscript{th}: Implementation

What products or outcomes do we want? At the end?
- An ongoing process
- A vehicle to influence city decisions. Maximizing our effect on the city’s decision process
- More shared info about our community and island
- Reports printed, opportunity for broad island input, comments, and correction
- Most people feel they were part of the process
- Prioritized issues and action plan
- A body to facilitate the ongoing process
- Find all of the valuable resources- environmental, historic, cultural...
- Bring islanders closer together
- Encourage City Council to develop an ongoing process of community involvement
Suggested organization:

Coordinating Committee for Peaks Island Plan

Consists of:
- 2 co-conveners
- 5 to 8 active members
- facilitator/designer

Suggested Committee functions:
- Leadership
- Coordination with the City
- Manage the overall process
- Personnel and Community involvement
- Team tasking, formation, and product requirements
- Task team process assistance
- Review and integrate results
- Folding independent data into the plan
- Funding and resources

Task Teams

Consists of:
- Specific well defined tasks
- Short lived
- Opportunity for community involvement
- 10 to 20 required (not simultaneous)
- 1 to 8 people each depending on task
- Task team leader
- Leadership committee participant

Suggested Task Team functions:
- Data collection, organization, and issue identification
- Community meeting arrangements
- Publicity
- Photography and Documentation

Path forward from here:
Next meeting, Wednesday, January 23 at 7 PM in the Community Center

- Establish time line
- Find out what “effort was required on other islands”
- Plan next meeting
- Publicity for next meeting
- Find out available space
- Let people know what is going on as of first meeting
- Refreshments
- Call list to people know about next meeting
- Contact the City to get a point of contact at the City Staff
- Aim to have the first set of major outputs by...
- Set a time line after we’ve had a chance to id tasks to do

Resources:
- Rick Knowland, City Planner with island experience
- Nate Gray, Island Institute Fellow, and the Island Institute
- PILP
- City Staff
- 5th Maine
- Peaks Island Library Archives
- Previous Peaks Island records
- State of Maine
- Greater Portland Councils of Governments
- Other islands that have undertaken a planning process (Chebeague, Long, Diamonds, Nantucket, Martha’s Vinyard, Block Island)
- UN island planners
- Summer residents
- People who have done this before
Neighborhood Planning Meeting, February 6

• The “Left Seat” Vision
  - anticipate between 20 and 200 people involved at some stage of the planning process
  - people will be involved either as part of the coordinating committee, task team, or survey participant
  - stress that we need involvement beyond a survey response

• Housekeeping
  - John Erdman contacted Alex Jaegerman at the City Planning Office
  - Chris Hoppin contacted Bob Cook at Public Works about participating as a liaison
  - Charles Enders has investigated planning processes undertaken on other islands
  - Nate Gray has investigated planning processes undertaken in other cities

• Old Business
  Committee Reports
  1) Timeline Committee
     - communication needs to occur throughout process and is not present on timeline
     - “Peaks images” presentation will include historical and present images of community
     - maybe a section about what a future might be like
  2) Communication Committee
     How:
     - STAR
       - only once a month, talk with Priscilla about a separate page
       - page could include task team reports, meeting schedule
       - who would write the report? alternate through the group
  - Ads on the boat
  - Church flyers
  - Telephone calls
  - Working Waterfront
    - Nate Gray will talk with David Platt at the Island Institute
  - Portland Press Herald
    - Nancy Hall will look into this
- Website
  - yahoo.com gives a free website
  - Cynthia Cole will call Todd Smith
  - Site will be separate from PINA

- Newsletter
  - who will pay? Nate Gray has looked into Island Community Fund grant
  - how many copies?

- Email

What:
- Summary
  - 1 page newsletter & STAR

- When, Where, and What has been done
  - STAR, bulletin boards, newsletter
  - Task team leaders need to keep up communication btwn each other and comm. Team
  - Website
  - Press Herald
  - Working Waterfront
- Goals and Hopes
  - touched on during first meeting

Who:
- City Staff/ officials
- Tom Fortier
- Larry Mead
  - need to overcome impression that they are only concerned for a 2yr period
  - will the city take over during the implementation step of the planning process?
- Movers and shakers
- other organizations

Committee input:
- instead of a newsletter between STAR issues, maybe send newsletter out a few times throughout the process
- website has not been made yet, we need a person to do that
- how do we communicate with seasonal residents during the off-season?
- resist using “PINP” or “PIMP” during communication
- maybe get together with Lions Club to have a party for seasonal residents about the plan
- create a mailing list and send news directly to organizations
- instead of monthly reports, send out progress reports as task are completed
- put meeting schedule into Fifth Maine calendar
  - information must be in by April
  - talk with Kim when a clear weekend is for the workshop
- need suggestions about how to reach more people
  - first a telephone call or talk with people as you see them
- how many people will be involved in the communication team?
- maybe reporters to communicate with other committees

**Outreach**
What to tell people?
- create a template/short survey to give to organizations
  - use as a means of comparison
  - we want group responses
- need literature to leave behind

Survey Questions:
- what issues should a plan deal with?
- how do your issues benefit the island?
- are these issues exclusive to your organization?
- do these issues affect both seasonal and year-round residents, or are they exclusive to one group?

How to ask them?
- literature to leave behind
- highlight talking points
- get into the agenda
  - at least with the executive committee
- have executive committee disseminate info to organization

What to do next?
  Nate Gray: type up what we're doing, why, and what we hope to accomplish
Chris Hoppin: type up organizations and contact information

Committee input:
- next step: begin approaching organizations

- Chris Hoppin will begin approaching groups about who is the head of different organizations

- maybe prioritize list of organizations

- begin communication with a phone call to organizations

- maybe use “workshop” instead of “charette”

- people should contact organizations of which they are a member

Operations
Suggested "Getting Started" Tasks

- find additional people who are skilled at managing complex efforts and represent other island interests to be involved with this Operations Group

- develop a working understanding of the State planning document and the processes to be used for doing the work. Ditto for the City plan.

- identify which planning arenas will be used for the Peaks Island Neighborhood Plan. (EX: Demographics, Housing, Transportation ....but not.... )

- identify additional arenas of specific interest and importance to Peaks Island that are not included in the State planning document (EX: Community Character)

- identify existing efforts that need to be included as part of the Neighborhood Plan. And address how this should be done? (The issue is:.... those efforts already have "owners". How do we take advantage of their work without taking over?)

- identify at least 3 Teams we should get started with first. (More is OK if you think you can populate those teams)

- identify Team leader candidates whom have both the interest in the area and the requisite skills to lead a team.

- identify the number of Islanders we should shoot for having an active role in each task team. Work with "Personnel" to identify possible people to work on these task teams. Task the team leader with getting the team populated and out of the starting blocks.
- for each Task team identify (in a general way) What considerations must be included in the study at a minimum and the nature of the physical product of the teams' work.

Committee Input:
- include a timeline of when tasks should be completed

- find a balance between too much structure and allowing things to happen themselves

- first let people know the areas where help is needed

- Nate Gray, Doug MacVane, Barbara Hoppin, and Jamie Carlson will begin working on these issues

**Path Forward**
- operations, communications, and outreach committees will all meet before next meeting

- next meeting, February 20th at 7 in Brackett Church
  - begin identifying people
  - id 3 teams to start to deal with specific data collection tasks

- next meeting designers
  - MJ Burnette and Nancy Hall
Neighborhood Planning Meeting, Feb. 20th

Agenda

• Housekeeping
  - Announcements
  - Fill out interest sheets

• Old Business & Group Activities
  - Coordinating Committee
    - goals, make up, structure
  - Communications Teams Report
  - Outreach Team Report
  - Managing/Leading the Group
  - What is a Neighborhood Plan?

• New Business
  - Operations Team Report
  - Develop general guidelines for tasking data teams
  - Develop guidelines for auditing process and direction
  - Identify current financial and resource needs

• Path Forward

• Agenda Items for Next Meeting

• Chebeague Island Plan
  - http://web.nlis.net/~bjohnson/longtermplan/
  - or type “Chebeague Island” into yahoo search engine

Coordinating Committee

• role of committee is to:
  - involve many people
  - empower islanders
  - help resolve issues and creatively move toward an evolving vision of the island
  - grab the imagination and enthusiasm of all the island
Committee input:
Response to handout:
- Do these pertain to the coordinating committee? Or?
- Remember we’re on an island, does this paperwork imply interference in people’s lives?
- How can project become simplified?
- Get acquainted with the island citizenry
- What is meant by state methodology?
  - If we don’t do it exactly like that will we still be eligible for state assistance?
- Content of our plan may not be the same as for the whole city
- Plan should meet as closely as possible to form and content of state guidelines

Purpose/aim:
- How many members should the committee include
  - is there a floor? Ceiling?
- Should it include the “chairs” of each task team?
- How does the management group differ from the coordinating committee?
- Are the task teams independent or are they responsible to the coordinating committee?
- Is the coordinating committee flexible with the membership?
- How broadly based should the committee be?
- Is there a difference between formal committee members and regular attendees?

Communications Team Report:
- Nate Gray has created a Task Team recruitment ad and one regarding the meeting minutes
- Nate Gray will write the next STAR article

Outreach Team Report:
- Bill Hall reported the Chris Hoppin has assembled a list of island organizations and the contact information for each group
Managing/ Leading the Group:
  - See attached sheet for Star diagram
  
  - Not a Hierarchy
    o Equivalent in importance to operations, personnel, communications, resources
  
  - Not inherently autocratic with legitimacy based on power
  
  - Can be a shared responsibility (our current state)
  
  - Is a set of activities having to with helping an organization to:
    o Create its own vision and collective sense of purpose
    o Set and articulate goals
    o Create processes to monitor and coordinate progress toward goals
    o Audit results versus overall vision and purpose

How it has been working so far:
  - The Coordinating Committee design team
  
  - Shared responsibility
    o Dynamic way of managing
    o OK to continue
  
  - John Erdman provides:
    o The "Mother hen"
    o Continuity from meeting to meeting
    o Effort to clearly articulate deliberations and conclusions
    o An experienced vision of how productive well designed and conducted meetings can be.
  
  - The issue:
    o John Erdman is done by the end of April
    o We need to be deliberate about how we will deal with that

What is a Neighborhood Plan?:
  - It is a comprehensive plan dealing with the long term issues, developed for and by the neighborhood residents
  
  - It may or may not contain all the elements of the state plan
    o Some individual topics may be studied in greater depth than the parent political entity might include
  
  - It is a recognition that one size fits all approaches to civic planning do not work in the long run
What does a Neighborhood Plan look like?
Reference:
- City of Portland Attachment “B”
- City of Portland Housing Study
- Chebeague Island Plan
- Long Island Plan
- Nate Gray has a number of reports including:
  o Nantucket Comprehensive Plan
  o Bayside Neighborhood Plan
  o Neighborhood Plans from Charlottesville, VA and Kansas City, MO
  o Portland Comprehensive Plan
  o Portland’s Shoreland Zoning Codes
  o Ecological Studies done by Portland High School students for Cliff, Long, and Chebeague Islands

Committee Input:
- Chebeague Plan is an excellent piece of work and very worthwhile reading for everyone
- The Chebeague Plan is not our plan
- Many of the issues are the same as ours
- They miss many that are important to Peaks
- The web document does not have many maps or much supporting data
  - Seems to have been the product of a relative minority of islanders

Operations Team Report:
Task Teams to Start:
- Land Use Patterns
- Water, Topography, Soils
- Historical and Architectural Resources

What other task teams should we get started?
- A community fun event
  - Sooner than June
  - Peaks Island Trivia?

- Images presentation

- July Workshop

**Path Forward:**
- Coordinating Committee will meet outside Wednesday meeting to discuss who we should reach out to.

- STAR article by Monday
Neighborhood Planning Meeting, March 20, 2002

Attending:
Nate Gray
Chris Hoppin
Marjorie Phyffe
MJ Burnette
Claire Dahl
Bob Dahl
Arthur Fink
Louis Mandeville
Dick Springer
Cynthia Cole
Lynne Richard
Ann Foster
John Erdman
Doug MacVane
Jamie Carlson
David Cohan
Brenda Buchanen
Bill Hall
Jane Banquer
Barbara Hoppin

Committee Reports:

Communication:

• Website
  - PINA has a website under construction
    o Address: www.geocities.com/netpina
    o There are links for “planning”
  - What should be included in the website?
    o List of Task Teams
    o Task Team membership
    o Nate Gray’s article for the Working Waterfront
    o Pleas for help
    o Photos of Peaks
    o Meeting Schedule
    o Meeting minutes
  - Arthur Fink would register a domain name once name has been decided upon and action has been deemed appropriate
- Costs approximately $20 per year

**Outreach:**
- Nancy Hall has created a letter head to accompany outreach letter for different organizations
- Should we have extra copies for newcomers?
  - Cynthia Cole will make extra copies

**Task Teams:**
- Jamie Carlson presented a list of task teams and people on each team
- Each person at meeting should make a point of talking with others about task teams and the need for people
  - Bill Hall suggests that each person present call 3-4 people about task teams
- When populating teams and talking with people, we need to keep in mind the diversity of interests and organizations on the Island

- Task Teams and Members:
  - Population and Demographics: Nate Gray, Nancy Hall
  - Economy & Fiscal Capacity: Louis Mandeville
  - Environment: Lynne Richards, Joyce Leslie, Art Astarita, Majorie Phffye
  - Marine Resources: Curtis Rinelaub, David Cohan
  - Historic & Architectural Resources: Kim MacIsaacs, Doug MacVane
  - Housing: Keith Hults
  - Transportation: David Cohan, Barbara Stroud, MJ Burnette
  - Land Use Patterns: Brenda Buchannen, Dick Springer, Ellen Mahoney
  - Recreation and Open Space:
  - Public Facilities: Peter Dean
  - Community Character: Cynthia Cole
  - Images Presentation: Ann Foster, Barbara Hoppin
  - Relationship with City: Bill Hall
  - Workshop Planning: John Erdman

**Non-operations teams:**
- Currently, we have teams covering:
- Communication
  - Members: Nate Gray, Cynthia Cole, and Nancy Hall
  - Deals with announcements, E-mails, posters, articles, website
- Outreach
  - Members: Bill Hall, Nate Gray, Chris Hoppin, Cynthia Cole, Barbara Hoppin
  - Contacts organizations, businesses, and island groups about the planning process
- Summer Workshop planning
  - Members: John Erdman
  - Will plan and coordinate the July workshop, needs more members
- Leading Team
  - Members: Bill Hall, Chris Hoppin, Nate Gray, Barbara Hoppin, Cynthia Cole, Jamie Carlson
  - Organizes and lead the overall planning process
- Resources
  - Members: Chris Hoppin
  - Identifies potential revenue sources to cover expenses that will occur throughout the planning process
- June Funfest
  - Members: no members from planning group
  - See below for further explanation

• Peaks Island Treasure Hunt and Funfest:
  - David Cohan explained that the American Legion began brainstorming fundraising ideas
  - Treasure hunt and funfest emerged from this brainstorming as an effort towards a family event
  - Treasure hunt would begin on a Saturday, continue till Sunday afternoon, and culminate with the Funfest
  - A Peaks Island trivia contest could be included as well as the Images Presentation
  - 5th Maine open house is a possible venue
Path Forward:
- Next meeting, April 4th at 7 PM in the Community Center
- Coordinating Committee will organize agenda
Neighborhood Planning Meeting, April 4th, 2002

Attending:
Nate Gray
Cynthia Cole
Brenda Buchanen
Dick Springer
Sam McCain
Chris Hoppin
Barbara Hoppin
Doug MacVane
Jamie Carlson
Louis Mandeville
Bill Hall
Jane Banquer

Miscellaneous Items
• Chris Hoppin introduced agenda and asked if there were any questions or comments, seeing none the meeting began

• Chris Hoppin will contact KiM McIsaac about the date for the July Planning Workshop
  - Nate Gray will call Alan Holt at the City of Portland about help with planning that event

Communication Team:
• Cynthia Cole proposed that a 1 page newsletter be written and distributed
  - Newsletter will cover material not mentioned in the STAR
  - Bunny Clark has agreed to do the graphics
  - Costs approximately 58 dollars for 500 copies at X-Press copy
  - Send out newsletter at the end of April, before Peaks Fest in June, and in August after the workshop
  - Still questions about where the money will come from

Outreach Team:
• Coordinating committee members continue to contact organizations on the island
  - Bill Hall mentioned that we need to get moving on this issue
  - These contacts act as a parallel to the information gathered in the survey
  - Bill Hall has contacted Lions Club about possibly speaking at their next meeting about the planning process
  - We need to stress to all organizations that this is an all inclusive organization, if an organization doesn’t want to participate, fine, but there is always an opportunity

Task Team Reports:
• Land Use Patterns
  - Brenda Buchanen outlined current efforts
First meeting was an effort to understand what we need to do and how to go about the task.

Next meeting is April 24th at 6:15 PM in the Community Center.

Alan Caron of Freeport has been heavily involved in Freeport’s community plan and he is willing to come to Peaks to show a movie regarding smart growth.

**Images Presentation:**
- Barbara Hoppin spoke about the progress of the images presentation group.
  - There hasn’t been a meeting about Peaks Fest and how the images presentation will be included in that event.
  - Bill Hall will call David Cohan and talk to him about that.

**Marine Resources:**
- Nate Gray updated the on the work that Curtis Rindlaub and Nate have done.
  - Nate Gray will email document outlining their work to the group.

**Coordinating Committee Comments:**
- Bill Hall showed a copy of a rough guideline of how a task team should proceed.
  - Questions were raised about if the June 1st deadline for data collection is too early:
    - Maybe make the date tentative.
    - How much information do we need for Peaks Fest and the Workshop?
  - There will be some type of report during Peaks Fest, just brief, but the main goal is to have the data for the Workshop.
    - Task teams need to have a preliminary report by July 1st.
    - Don’t need all of the information gathered by June 1st for Peaks Fest, just a brief description about what each task team is doing.

**Task Team Membership:**
- Jamie Carlson suggested that a group meet to brainstorm more names for each task team because there are large gaps.
  - Group will April 10 at 7 PM in the Community Center.
  - How will each team disseminate information?
    - Currently the person who is running the task team is responsible for getting information out to the whole group.
    - Nate Gray will put together an email list to use as a way to get info out.

**Funding:**
- We need more money.
  - Chris Hoppin will contact the City, Tom Fortier and Peter O’Donell, about funding or aid with copying, workshop, etc.
  - Certain people have spent money out of pocket and need to be reimbursed.
  - Island Institute can’t give an Island Community Fund Grant.

**Survey:**
- Nate Gray updated group on progress with survey.
  - Island Institute is assisting with the database and text analysis software.
- There have been approximately 300 responses so far
- A mailing to all of the off island property owners to increase response and a handout on the boat
Neighborhood Planning Meeting, April 25, 2002

Attending:
Barbara Hoppin
Nate Gray
Peter Dean
Chris Hoppin
Lynne Richard
MJ Burnette
Doug MacVane
Cynthia Cole
Dick Springer
Bill Hall
Jamie Carlson
Louis Mandeville
Keith Hults

Task Team Reports:
• Survey:
  - Nate Gray spoke about the need for task teams to decide on the types of data they need from the survey.
  - There have been almost 600 responses to the survey and it will help inform much of what is done during the planning process

• Outreach:
  - Bill Hall updated outreach efforts
    o There have been numerous hits on the web page
    o Bill has spoken with a member of the 8th ME and their prospective role with the planning process
  - Cynthia Cole had a long talk with Ralph Ashemore and has written up the results
  - Chris Hoppin stressed that outreach is an ongoing effort and we need to keep up the effort
  - Lynne Richard spoke with Don Stein and Steve Bushey from PILP and they are eager to help with the planning process

• Land Use Patterns:
  - Dick Springer updated efforts
    o Team has met twice and is brainstorm in order to focus their efforts

• Environment:
  - Lynne Richard spoke with Water District about getting some of their data
  - Flora/fauna has been surveyed with a focus on “plants of concern”
Dick Springer wondered if children could become involved in the inventory of plants and animals
- Concerns that certain plants are too sensitive, so their location should be kept secret

Images:
- There was a PeaksFest meeting
  - An images presentation will be part of that event, including:
    - Calendar photos
    - Family photo contest
    - Slide show at the 5th ME
- Cynthia Cole talked about other photographers to contact
  - Dan Stankowich, Peg & Art Astarita
- The 1st images presentation will focus on photos and the second will include other media

Transportation:
- MJ Burnette updated group on the efforts of the transportation team
  - There will be another meeting on Saturday

Personal:
- There still are certain groups that need members, particularly Public Facilities
- There will be another personal meeting on Thursday, May 2\textsuperscript{nd} at 7:30 in the Community Center
- Meeting will be an opportunity to get task team leaders together and talk about progress so there isn’t overlap in efforts

July Workshop:
- John Erdman has spoken with Steven Schuett and Marsha Greenberg
  - SS and MG have offered to help organize the July Workshop even they will not be able to attend
- Chris Hoppin would like to get a group of people together before the workshop to plan the focus of the day
- Where will the Workshop be held?
  - School
    - Need to get a janitor if held at this place
    - TEIA

Economy:
- Louis Mandeville updated ongoing efforts

**Miscellaneous Information:**
- Doug MacVane spoke about the need to keep islanders informed about the progress of the planning process
  - Jamie Carlson added that there needs to be an effort to make the plan the islanders' plan
  - Newsletter will help to keep islanders informed
Neighborhood Planning Meeting, May 15, 2002

Attendance:
Don Stein
Lynne Richard
Nate Gray
Cynthia Cole
Nancy Hall
Chris Hoppin
Peter Deane
MJ Burnette
Dick Springer

Survey:
• How should the data be presented?
  - As part of the PINA general membership meeting?
  - How should the City be involved?
    o Tom Fortier and the City paid for the survey
  - Maybe we should wet people’s appetite by presenting some “harmless” data at the PINA membership meeting
  - The presentation should consist of the “rough” analysis and task teams could provide finer analysis based on their needs

• Access to the database
  - No one will have access to the original surveys
  - Copies of the data will be made available in the library
  - Access to the database itself should be restricted

• Presentation
  - Nate Gray might present the data because he doesn’t have any attachments to any island groups
  - This would free the presentation from the appearance of an agenda
  - Presentation should be separate from the PINA general membership meeting

Task Team Reports:
• Population:
  - Nancy Hall and Nate Gray collected all of the data

• Water, Topography, and Soils:
  - Art Astarita is proceeding
  - He plans to GPS the streams

• Other natural resources:
  - Mapping/ walking the island
  - Collecting specimens
  - Walked last weekend and again this weekend
    o Sunday, 9-12
• Marine Resources:
  - Slow progress

• Historical Resources:
  - Kim MacIsaac has much of the data
  - Chris Hoppin will call about the data

• Land Use Patterns:
  - Brenda Buchanen needed to resign from her post and Dick Springer is now head of the task team
  - There is a feeling that the City is not going to help with neighborhood planning and this may adversely affect our efforts
  - A primary task is define zoning and how that affects the island

• Housing:
  - Marjorie Phyffe has census data

• Transportation:
  - The PINA committee and planning task team are combining their efforts so as not to cover the same territory
  - Next meeting May 23rd

• Recreation and Open Space:
  - Ron Sinkey and Carol Baker are on the team along with Nancy Hall and Don Stein

• Public Facilities:
  - Jim Hammond and Peter Deane will work on this

• Economy:
  - Louis Mandeville and Nate Gray are collecting data

• Relationship with the City:
  - Group will be meeting soon

• Images:
  - Barbara Hoppin is working for a debut during Peaks Fest and then again before the Planning workshop

• Vision Statements:
  - Cynthia Cole, Robyn Walden, and Matt Day are all collecting statements
  - Currently, there are four done
  - Are statements developing a set of goals or just restricted to a vision?
    - The workshop will develop goals
    - The vision statements are just a chance to dream
**Workshop:**
- Greenshoe will work on planning the workshop

- The goal of the workshop is to present task team data to public
  - Out of the workshop should be a community consensus on a vision

- Workshop is a way to get public involvement to define threats, strengths, etc.
  - A chance to prioritize a number of issues

- Is a 5-hour meeting too long?
  - Maybe group task teams into 4 sections?
  - An informational “fair” may work
    - Each task team has a table with relevant information
    - Record individuals concerns and reactions
    - Every table will have a display with bulleted points

- Each team needs to be extremely clear about what's expected of them

- Task teams should present data and not a set of pre-determined issues and priorities
Neighborhood Planning Meeting, May 29th, 2002

Attending:
Carol Baker
Bill Zimmerman
Doug MacVane
Nate Gray
Barbara Hoppin
Lynne Richard
Chris Hoppin
Don Stein
Dick Springer
Cynthia Cole

Introduction:
- Chris Hoppin began the meeting and discussed that task teams should produce a one page document describing:
  o Methodology
  o People working on the team
  o What has been found

- Each report will be compiled into a single document that will be handed out at some determined time
  o Could go out to public before the workshop as a means to inform the public

Task Teams:
• Housing:
  - Marjorie Phyfe hasn’t done much work but she will begin soon

• Recreation and Open Space:
  - Team will meet for the first time on Friday
    o Discuss will focus on how to get other types of data because the survey didn’t prove as useful as Don Stein had hoped
      • Survey didn’t provide a rank order so there is no way to really prioritize the wishes of the community, particularly on the gravel pit question

  - Don Stein suggested that each Task Team really should know the types of questions that they need answered and how, or if, the survey can provide those answers

• Land Use Patterns:
  - Dick Springer hopes that the survey will provide some answers

• Environmental Resources:
- Lynne Richards reported that the team is now looking for some anecdotal data
- Lynne also suggested that team leaders should meet prior to the workshop to discuss progress and to avoid overlapping efforts

• Images:
  - Barbara Hoppin has met with 1 other person
  - Barbara spoke with Kathleen Beecher who has promised to donate all of the old calendars for the presentation and Don Perry will work on a video
  - Barbara said that the school children have photo journals that could be included
  - Cynthia Cole wondered if a GIS map could be included with the presentation
  - Carol Baker and Doug MacVane were concerned that photos might not be returned to their owners
    - They stressed that we need to ensure that the photos are not stolen or lost and are returned to their rightful owners
    - Barbara said that since the show will only be up for one weekend it would be easy to have a person manning the door
  - Doug MacVane has an old photo of the Gem Building burning and Rick Hasson also has a number of old photos
    - Ann Foster Talbot is contacting Rick Hasson
  - The photos will be strung along a line with clothes pins and the hallway leading to the Community Center will be decorated with something to make it seem more festive
  - Nate Gray asked if there may be some way to integrate some of the survey results into the images presentation but Barbara felt that it may become too crowded

• Public Facilities:
  - Bill Zimmerman did not know how to proceed

• Water, topography, and soils:
  - Lynne Richard will be in contact with Art Astarita

• Marine Resources:
Nate Gray reported that the team is proceeding with data collection and Jamie Carlson has joined the team.

- **Economy:**
  - Nate Gray reported that Louis Mandeville and Mavourneen Thompson could not continue because of other obligations though their help was very much appreciated.

- **Transportation:**
  - Nate Gray reported that the team is continuing with data collection.

- **Vision Statements:**
  - Cynthia Cole reported that there are currently 15 completed statements.
    - The statements will be presented at the workshop as a prompt.

- **Outreach:**
  - Barbara Hoppin has sent out roughly 10 to 12 letters and spoken with Bob Kerry for about 10 minutes about the planning process.
  - Chris Hoppin suggested that everyone re-contact their organizations and collect the organizational survey because we need to incorporate their concerns.

- **Workshop:**
  - Chris Hoppin informed the group that due to scheduling conflicts the new date for the planning workshop is August 4th.
  - Two weeks before the workshop may be a good time to get task team leaders together and produce an information packet.
  - Lynne Richard was concerned that data may be misinterpreted because they’re undefended and this may cause people to become close minded.
    - Chris Hoppin wondered that if we didn’t inform people about the data before the meeting how can we keep the meeting under 5 hours.
  - Chris Hoppin stressed that there will be a need to have a meeting to discuss the results of the workshop.
  - How is it possible to prioritize the issues?
    - Should this be done by the task teams or by the public during the workshop?
  - Chris Hoppin suggested leaking a few controversial issues before the meeting in an effort to get folks mad.
    - Don Stein thought that there may be a middle ground.
      - Each task team releases raw data without any predetermined issues.
• This will avoid the appearance of predetermined controversies or agenda
• Teams shouldn’t provide suggestions or decisions about what to do

   - Data will help to prompt workshop discussions
     - Task teams could provide some preliminary recommendations but stress the need for public comments to prioritize

**Next Steps:**
- Task teams should continue with data collection
- Need to determine when the workshop results meeting will be
Neighborhood Planning Meeting, June 13th, 2002

Attending:
Dick Springer
Cynthia Cole
MJ Burnette
Bill Hall
Chris Hoppin
Nate Gray
Dean Camp
Barbara Taylor
Barb Stroud
Art Astarita
Keith Hults
Marie Gray
Doug MacVane

Old business:
- Chris Hoppin reported that the August 4th workshop date at the Lion’s Club works and that date is now set

- Task teams should continue to work on one-page reports to be distributed two weeks before the workshop
  o Reports will act as a primer
  o Reports are a chance to present the data and a few questions to prompt public discussion
  o Data from the report isn’t the only thing reported during the workshop
    - Report is just an overview of the data for a specific task team, a more thorough presentation will take place during the workshop

Task Team Reports:
• Water Resources
  - Art Astarita has mapped 24 watersheds on the island using the 2ft contours from the City fly over

  - Art will add resident versus non-resident homes within the watersheds as a way to gauge watershed vulnerability
    o Ultimately, the housing density, soils, and watershed maps will be combined to take an extensive look at the vulnerability

  - Soon, Art will take out a canoe and bottom profiler to take a bottom profile of Trout and Ice Ponds

  - Art also has well chemistry, depth and flow rate for a number of wells on the island

• Recreation and Open space
- Nancy Hall and Don Stein are working on this

**Images**
- Images will kick off on Friday night during PeaksFest
- Barbara Hoppin has talked with an artist about having a show to kick off workshop

**Public Facilities**
- Peter Dean is working on this with help from Tom Fortier

**Land Use Patterns**
- Has data to project trends
- During workshop can present information to get questions rolling and create a dialogue around land use and zoning
- Survey has revealed the basic values the community holds about zoning
  - Community doesn't know much about zoning

**Housing**
- Keith Hults has met with Dick Reed and Marjorie Phyfe to investigate what's driving the housing shortage
  - Keith has identified homes that could be affordable
- Focusing on identifying the factors influencing the housing shortage
  - Zoning restrictions seem to be the main hurdle
- Team has data from City and US census
- Based on information, team will make recommendations about how to increase affordable housing
- Dick Springer felt that the land use committee and housing need to meet to discuss the overlap between the two teams

**Relationship with the City**
- Have made no progress but they have membership
  - Gene Taylor, Jaydean O’Brian, and Bill Hall are on the team
- Art Astarita wondered if there was a way to quantify the amount of money generated by the island and the expense incurred by the City to provide us with our services
- Bill Hall reported that Neighborhood Based Planning is on the City’s backburner
- City needs to have its comprehensive plan certify and they are focusing their efforts on that process
- Neighborhood planning may gain more interest in the fall

• Transportation
  - Team can get the miles of road by using the data created from the fly over
  - Still don’t have road conditions or amount of reclaim, asphalt, or gravel

• Vision Statements
  - Cynthia Cole continues to collect vision statements
    - Cynthia wonders how to include vision statements into the workshop

Workshop:
  - During the workshop it is important to raise questions and not declare a position
    - Need to remain neutral, for instance, “do we need...”
    - Each table should get public input around the issues
  - Chris Hoppin wondered if 15 minutes per booth is the right amount of time
    - We might not have enough time for each table
    - There will be people who want to stay at one table for a long time and others who want to go to every table
  - Each table should have a chart to record public concerns, questions, and input
  - Chris Hoppin wondered if people register at every table?
    - Keith Hults felt that this shouldn’t be advertised as a mailing list but a way to get out information
    - Using list we can get a total number of people who went to the meeting
Neighborhood Planning Meeting, July 11th, 2002

Attending:
Chris Hoppin
Nate Gray
Cynthia Cole
Nancy Hall
Dick Springer
Art Astarita
Bill Hall
MJ Burnette
Barb Stroud

Task Teams:
- Nancy Hall wondered if recreation and open space should inventory privately held open space?
  - Currently there are 66 lots and/or buildings that are tax exempt
- The goal of the workshop is to inform the community about our progress and the data that we have collected
- Cynthia Cole felt that maybe recreation and open space should talk with the housing task team about how they are proceeding

Workshop:
- Chris Hoppin wondered if anyone had seen the 8-4 signs that he had put up?
  - He put the signs up from the school to Sandy Cosol’s house
  - Barb Stroud saw the signs but didn’t know what they were
- Chris will modify the sign
  - It was thought the signs looked like something the city had put up on telephones
  - Will change the color
  - Add -02 and Casino here? To the sign
- Chris felt that we should create some type of buzz in order to hype the workshop
- Nate Gray and Cynthia Cole will sit at a table in front of Hannigan’s during the weekend of the 20th and hand out information about the workshop
- We should also leaflet the boat during the last week of July
- Chris Hoppin will write a press release for the papers
  - Mary Lou Wendall agreed to run a story in Island Times
- Nate Gray is writing a story for the Working Waterfront
- We also will put up a sandwich board at the head of Welch Street during the last week of July

- Someone needs to make a poster to put up on the boards

- The best way to spread the word may be personal invitations to people that we know
  - Each task team leader needs to ask people to come

- When should we get together with the Greenshoe group?
  - This meeting will be a time to prepare task team members on how to present their information to the public
  - Meeting should take about an hour
  - The 23rd, 24th, or the 25th would work, but if not those dates the 30th is the latest time we could meet
  - Art Astarita will call the Lion's Club about availability

- MJ wondered if we are going to have some type of registration/sign up sheet for people
  - There will be one at the door in case people want more information

- Art wanted to know what will happen with all of the information generated during the workshop
  - Each task team will write a report and all of that information will be compiled and presented to community
  - A rough draft of the plan will also be presented to the community

- 1 page reports will be available in the library and on-line at the PINA website
  - Dick Springer wondered if the reports should be proofread before handing them in
    - Committee felt that there are going to unnoticed bias in each of the reports, but we'll acknowledge that in a cover letter that Chris will draft

- Each report should be emailed to Chris and he will print them off
Neighborhood Planning Meeting, September 4th, 2002

Attending:
Cynthia Cole
Lynne Richard
Dick Springer
Chris Hoppin
MJ Burnette
Nate Gray

What is the next step?
- The workshop went really well
- Everyone seemed really enthused about the topics
- It would be nice to get task team leaders together to talk about their topics and thoughts on the Workshop
  - How can we get people together?
    - Maybe we could have some food?
    - Pick a date and then focus our efforts towards that date
    - Use email
    - Need a leader from each group at the meeting
    - Need to focus on the process before we write the draft

How will the plan actually look?
- Will the plan be written with information under a team’s headline?
  - Each team will write their draft with the understanding that it may be rewritten to avoid overlap and have one cohesive voice
- What will happen with the draft?
  - Have a presentation of rough draft
  - Allow for time for public comment after the draft presentation
- Vision statement could be the first page
  - Outlining our broad vision for our hopes for the community
- Chris Hoppin will call Tom about the timeline for NBP in the City
- Each task team leader could develop some of their own visions and how it affects each task teams
- Is the vision statement supposed to be positive or address alternatives both good and bad?
  - Would address issues but in a positive light
    - The team recommendations are how we get to there
    - What are our values and what are willing to do to get to that point
    - Get an image of what we want
      - Ex: preserve community character and keep our open spaces
- Each team would make recommendations and then the whole group would talk about those recommendations
  - Task team meeting, Tuesday October 1st at Brackett
    - Desert and coffee at 7:00PM
• Each team brings their vision for the plan based on their task team recommendations
SAMPLE TASK TEAM TASKING DOCUMENT

Community Character Task Team Task
This is a Plan topic that is not expressly included in the State and City planning processes (so far as known). Therefore we have lots of freedom in how we approach this area. Here’s how one might suggest the Task Team get started.

OBJECTIVE: The overall objective would be to develop a description of the character of the Island community based on the perceptions of a wide array of Island perspectives. What is it today? What was it XXX years ago? Where does it seems to be going? What are the issues? How might we steer things in the preferred direction? Overlap of some of the subject matter with other Task Team studies may be expected. And is OK.

TASK DESCRIPTION
• Begin to collect data to develop a millenium "snapshot" of the Character of Peaks Island. Character is in the eye of the beholder. Therefore to get an accurate picture a large number of voices must be sought out and consulted.

  • Find and train volunteers who are interested by going out to "in-depth" interview individuals who represent a broad cross section of the island population.

  • Set up interviews with the elderly, long time residents, newcomers, young families, wealthy, poor, business people, artists, people whose families have been coming here for generations, year round people, half year people, and summer folk. Basically, representatives of any group that might have a different perception what the community character is.

  • To insure some consistency among the interviews develop a healthy list of open-ended probe questions to use as a loose script by the volunteers. (Tape record interviews for posterity??).

• Create a document, The Community Character Report, that summarizes the findings, organized in any way to be useful but basically answering these study queries:
  • What is it today?
  • What was it XXX years ago?
  • Where does it seems to be going?
  • What are the issues caused by these trends?
  • How might we steer things in the desired directions?
  • What process was used to create this report and who was involved.

• Develop some interesting ways in which this study may be shared with the broader Peaks Island Community. For instance, this might be done in conjunction with a current vs. historic pictorial display at the 5th Maine.
<table>
<thead>
<tr>
<th>Task Team Candidates</th>
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<tbody>
<tr>
<td>Community Character</td>
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<tr>
<td>Fiscal Capacity</td>
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<tr>
<td>Public Facilities</td>
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<td>Recreation and Open Space</td>
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<td>Transportation</td>
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<td>Housing</td>
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<td>Land Use Patterns</td>
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<td>Historic Resources &amp; Architecture</td>
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<td>Marine Resources</td>
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<td>Ag &amp; Forestry</td>
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<td>The Economy</td>
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<td>Other</td>
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IV. Foundation Plan: Getting Ready for the Community Meeting

Estimated Time Frame: 8-10 weeks

A) Preliminary Organizing for Community Meeting and Strategic Assessment:

1) Project Coordinator and City Resource Team prepare neighborhood profile.
2) Neighborhood Group identifies and contacts institutions, businesses, various organizations, and community residents, with assistance from the Project Coordinator, to encourage neighborhood involvement.
3) Project Coordinator and Steering Committee identify neighborhood resources to assist effort (potential volunteer skills, collaborations, financial resources);
4) Neighborhood Group collaborates with City Project Coordinator and City Resource Team to produce the Neighborhood booklet with the profile, background materials and assessment process.
5) The Steering Committee is encouraged to conduct a preliminary community event to kick off the planning process, such as a Walk About, neighborhood photos or videos by residents, perceptual mapping, or some other exercise, the results of which would be presented at the community meeting.

V. One-Day Community Meeting for the Foundation Plan

Estimated Time Frame: One Saturday

Goal: To develop a neighborhood plan consistent with the City’s comprehensive plan.

a. A One-day Community Meeting is held to conduct a Strategic Assessment for the neighborhood Foundation Plan. It is intended to recognize and analyze neighborhood conditions in order to define strategies and actions for community improvement. A set of exercises can be conducted in one or two work sessions over 4 to 5 hours. Hold meetings in a neighborhood-meeting place with activities for youth and offer refreshments.

b. The Five Steps of the Strategic Assessment
   1. City Vision and Neighborhood Description
   2. Asset Inventory
   3. Neighborhood Vision Statement
   4. Obstacle Identification
   5. Action Strategy Development

1) Neighborhood Description:

Goal: To develop a general description or overview of neighborhood

a. Present Community Vision, City’s comprehensive plan goals, policies, and relevant neighborhood specific recommendations
b. Present neighborhood data based upon Neighborhood Booklet:
• Neighborhood Profile—Demographic, housing, crime, and other statistics. 
  Presents neighborhood, citywide and other statistics for comparison.
• Maps of neighborhood: land use map public facilities and public land, zoning 
  map, natural features, and other relevant information
• History, photos, and other information compiled by City staff and 
  neighborhood steering committee.
• Present Results of Preliminary Community Event/slide show, video, etc.

  c. Expand Upon General Description of Neighborhood
  • Using information from Neighborhood Profile Sheet and map information, 
    the residents are invited to expand upon the neighborhood description. It may 
    include information on economic, development patterns, developable land, 
    accessibility, aesthetics, services, infrastructure, housing, crime, and other 
    assets and concerns. General neighborhood descriptions could include 
    categories such as developing, redevelopment, conservation, and 
    stabilization.

2) Asset Inventory
Goal: To identify specific strengths and assets within or near a neighborhood.
  a. Neighborhood Mapping – Facilitator will conduct a group activity using 
     individual 11x17 maps or larger scale maps to indicate landmarks, paths, activity 
     centers, business and residential districts, significant institutions, and various 
     neighborhood conditions. What people like and dislike.
  b. Brief Questions are posed to identify community assets. Neighborhood Profile 
     and Assets Map serve as resources.
     • Social – programs, organizations, skills individual neighbors that address 
       community, family, health, safety etc.
     • Physical – schools, neighborhood parks, street lighting, traffic control, public 
       art, landmarks, infrastructure, structures, districts, natural features, paths 
     • Financial and Technical- individual, corporate, not-for profit & public sector 
       monetary programs or resources that may be accessed to make improvements 
     • Other Assets

3) Neighborhood Vision Statement
Goal: To identify the neighborhood’s vision for its future.
  a. Participants describe their vision of the future by answering questions, such as,
     • What headline about your neighborhood do you want to see in 10 years?
     • What makes your neighborhood distinctive?
     • As you look down your street what do you hope to see in the future?
     • As you walk or drive within 1 mile of your home, what do you hope to see?
  b. Comments will be recorded and a facilitated discussion with a dot exercise or 
     voting process will be used to identify the top priorities of a neighborhood vision.

4) Issue Identification
Goal: To identify the top 3 to 5 issues of the neighborhood.
  a. Identify issues, needs or problem areas to be addressed through brainstorming. 
     Set priorities through a facilitated discussion with a dot exercise or voting 
     process. The top 3 to 5 priority issues are the basis for strategy development.
5) Neighborhood Strategy Development

Goal: To identify the desire of the neighborhood as it undertakes a continuous improvement process for neighborhoods.

a. Participants focus on the foundation of the neighborhood vision and the top priority issues. Then develop strategies and actions for desired outcomes.

b. Break-out Groups: Participants are divided into breakout groups with each group working on one of the priority issues. Each group is able to utilize the information provided and developed through previous steps of the strategic assessment. The groups discuss the issue/need/problem, identify potential assets that can be utilized to address the need and develop a brief strategy statement with a description of actions (potentially long, medium and short term actions), corresponding resources, and responsible parties to implement.

VI. Final Draft Report and Follow-up Community Meeting

Estimated Time Frame: 8-10 weeks

A. Goal: To prepare a Foundation Plan for the neighborhood and City that is consistent with City goals and policies, which includes a neighborhood description, vision, assets, priority issues, strategies, and implementation actions.

1. Draft Foundation Plan

a. Develop a draft plan in coordination with the Steering Committee that includes:
   - Compilation of maps and information collected at the Workshop
   - Vision Statement and Neighborhood Description
   - Assets and Resources
   - Issues and top 5 issues identified
   - Action Strategies for top issues/ specify early achievable actions along with medium and long-term recommendations.
   - Identify and reconcile areas of conflict or inconsistency with established goals and policies of the comprehensive plan.

b. Citizen Advisory and Planning Board representatives will update respective Committee/Board on the progress and draft results of the planning process.

c. Review proposed draft by interested departments.

d. Throughout the development of the draft plan, review concepts for consistency with established City policy and comprehensive plan, with input from Steering Committee, Planning Board, Citizen’s Advisory, and Planning Office.

e. Present the draft plan a second community forum and incorporate additional public comment.

VII. City Review Process

Estimated Time Frame: 12 weeks

Goal: To adopt Neighborhood Foundation Plan as part of the Comprehensive Plan

1. Seek review and adoption of Foundation Plan by Citizen Advisory Committee, Planning Board and City Council. Workshops could be held concurrently and then discussed at public meetings and hearings per the City’s review process for adopting a plan as part of the City’s Comprehensive Plan. Distribute plans to Departments.

Total Estimated Time Frame for Foundation Plan Process: 9 months
Peaks Island Neighborhood Plan
(The structure as it has evolved so far)

MANAGING OBJECTIVES
The overall goal of the managing effort is to achieve four objectives:

- To create the required legitimacy and credibility for the planning effort so that the final planning document will be accepted by the City and/or Island neighbors as being truly representative of the island's desires and thinking.

- To create a comprehensive Peaks Island Neighborhood Plan document that is based on methodologies outlined by the State and meets the requirements of form and content established by the City of Portland.

- To make the plan representative of a broad cut of the population by involving large numbers of islanders in the preparation and synthesis of the plan, including many who would not normally participate in civic activities.

- To create the capability among all the participants to successfully follow-up to help resolve the issues after the plan is prepared.

MANAGEMENT STRUCTURE

Coordinating Committee. The Coordinating Committee for the Peaks Island Neighborhood Plan is the body of volunteers who have committed their time and energies to providing the management for this complex effort.

There is too much work to do for any individual to be involved in all aspects of managing the effort. Therefore, we have evolved a way to divide the labor: The Committee's major managing tasks can be divided into 5 arenas: Leadership, Operations, Personnel, Resources, and Communications/marketing.

Groups in each of these areas do the "managing work" of the Committee. These are comprised of individual Coordinating Committee members plus individuals who have special skills and interests in the management of the effort. Each group is responsible for developing programs in its respective arena and carrying them out. They have the "power" to make decisions and act on behalf of the Coordinating Committee. Coordinating Committee meetings are advertised and are open to all.

Task Teams: The work of the plan is to be carried out by ad hoc task teams having specific goals and limited life. Their work is to be coordinated by the Coordinating Committee. Most of the work specific to doing the research and preparing the plan documents according to State and City methodologies will be managed by the Operations Group.
Tasking Teams: A good way to coordinate the work and to empower the task teams is to provide each team with 1) concrete goals and 2) clearly described "product" requirements and 3) timing needs. There is no intent to disable any team from taking their effort well beyond the original requirements.

Getting the right level of detail in their "tasking instructions" is important. Balance is required as too much detail (micromanagement) stifles creativity and the ability to go beyond the boundaries, and too little (let them do their own thing) destroys the team's capability to operate independently in a focused way and in harmony with the work of all the other task teams.

Coordinating Committee Meetings
The Coordinating Committee will meet at least bi-weekly at places to be arranged and advertised in advance. Coordinating Committee members are expected to attend all meetings or send a representative to act on their behalf. The bi-weekly meetings content and processes should be planned in advance in order to make best use of the limited time together. The primary aim of these meetings is to exchange information about the activities of the sub-Groups, coordinate activities among them, and to audit overall progress against the management goals and the vision we have for how this effort should be conducted. Ad hoc meetings of Group leaders to coordinate their work outside the regularly scheduled meeting are encouraged.

**********
Friends:

To the chagrin of some, but based on the very strong recommendations of planning professionals, most of our efforts to date have focused on establishing a structure for managing the project. This document is an attempt to capture in writing the structural aspects of the Peaks Island Neighborhood Plan effort.

The ideas are not mine however, (obviously) the words are. These thoughts are the synthesis of what I have heard you say in committee meetings, in meeting design sessions, and in personal conversations and this write-up is intended to help us get clear on how we are going to work together. If there are changes we need to make, it would be useful to articulate publicly what they are.

I expect that a version of this would be a useful tool for helping to get newcomers up to speed quickly and perhaps as something to be used as part of the Outreach program. - JPE
A "straw-man" mission statement for the

**Coordinating Committee for the Neighborhood Plan**

**TO:** Manage and coordinate the development of a comprehensive plan for Peaks Island to be known as "The Neighborhood Plan"

**IN A WAY THAT**

- The product's structure and content harmonizes with the larger effort being sponsored by the City of Portland
- Pays attention to the PROCESSES employed in the planning organization because the actual "HOW" of getting the work done is more important than the physical product.
- Insures the active, hands-on participation of a large cross section of the island population.
- Raises the Island's image on the City's radar screen.

**SO THAT**

The resulting products are viewed by the City and our Island Neighbors and Stakeholders as belonging to the whole Island

AND

We enhance their collective capabilities to become a creative force for resolving the important issues which concern us all.
PEAKS ISLAND NEIGHBORHOOD PLAN
COORDINATING COMMITTEE
MANAGING MODEL

MANAGE/LEAD
* OVERALL COORDINATION
* AUDIT FOR ALIGNMENT WITH PURPOSE AND VISION

VISION
PURPOSE

OPERATIONS
* ORGANIZATION
* MEETING AGENDA
* TASK 1: COMMUNITY ENGAGEMENT

COMMUNICATE
* INTERNAL - COMMUNICATIONS COMM
* EXTERNAL - OUTREACH COMM

RESOURCES
* FINANCES
* MATERIALS
* FACILITIES
* RELATED EXTERNAL EFFORTS

ENABLE
PEOPLE
* KEEPING TRACK
* RECOGNITION & REWARD
* RECOMMENDING PEOPLE TO GET INVOLVED

MANAGEMENT
LINKS

SECONDARY LINKS
Observations about the "Star" Managing Model and Uses of the Managing Model

It includes ALL the key functions of management.

It doesn’t show who’s responsible for coffee and doughnuts!

It shows which functions must be especially well coordinated.

It suggests a way to organize the work the Coordination committee must do by dividing the areas into separate independent but cooperative groups. Committee members do not have to be "members" of the Coordinating committee but the leaders do!

It suggests structures of meetings.

It shows what meeting content should be. And at what level of abstraction Coordinating committee meeting discussions should be conducted.

It shows that direct communication or collaboration between Star points may be the appropriate way to work rather than involving the whole of the coord committee.

It suggests that each point of the Star is a group led by a different individual(s) who is a member of the Coordination committee. (I also observe that each area might require a different personality style in order to be most effective)

I’ve seen it work well as a managing tool in organizations involving up to 4000 people.

JPE
PEAKS ISLAND NEIGHBORHOOD PLAN

In the spring of 2001, responding to a state mandate that the city update its comprehensive plan by January 2003, Portland established a neighborhood-based planning (NBP) process. The intent of the NBP is to allow for broader public participation; create plans that reflect unique neighborhood character; help form bonds between community members, groups and businesses; provide a voice for the neighborhood with city; and shape a set of neighborhood visions.

In June 2001, the assistant city manager, Larry Mead, invited PINA to take part in the planning process. In November, the city planning staff drafted an NBP model, and Larry Mead briefed the concept to the PINA general membership. Since then, with PINA support, a separate group of islanders has formed a Peaks Island plan coordinating committee and begun to lay out an organizational scheme, timeline, and task list. The city recognizes that the Island has taken the initiative to get started and has pledged to lend as much support as possible in our effort.

Of course, the Peaks Island Neighborhood Plan will be a success only if there is a broad range of interests, people, and organizations involved throughout the process. Participation can take a number of different forms. A member of an organization could be on the coordinating committee and help manage and organize the plan, or serve on a task team that investigates a specific aspect of the island. Another option is for any member of the community to come to a public meeting and express his/her opinions; either way the public needs to be involved throughout the process for the plan to reflect a true consensus.

The first two planning meetings occurred in January and took steps towards organizing a coordinating committee and task teams. A timeline for the whole process has been completed that includes a number of milestones to reach. A communication task team has brainstormed a number of different ways to keep islanders informed about the plan’s progress and an outreach task team will contact island businesses and organizations about how they can become involved.

The neighborhood planning process is a great opportunity for islanders to express their views for the future of the island. This plan could be an opportunity for islanders to talk about the issues that concern them, anticipate future problems, decide how to deal with them, and engage the city's political and administrative leadership. Instead of reacting to problems as they arise, the plan is a chance to proactively respond to future challenges. It's also an opportunity for islanders to build a real sense of community.
• Find additional people who are skilled at managing complex efforts and represent other island interests to be involved with this Operations Group.

• Develop a working understanding of the State planning document and the processes to be used for doing the work. Ditto for the City plan.

• Identify which planning arenas will be used for the Peaks Island Neighborhood Plan. (EX: Demographics, Housing, Transportation ....but not.... )

• Identify additional arenas of specific interest and importance to Peaks Island that are not included in the State planning document. (EX: Community Character)

• Identify existing efforts that need to be included as part of the Neighborhood Plan. And address how this should be done? (The issue is:.... those efforts already have "owners". How do we take advantage of their work without taking over?)

• Identify at least 3 Teams we should get started with first. (More is OK if you think you can populate those teams)

• Identify Team leader candidates who have both the interest in the area and the requisite skills to lead a team.

• Identify the number of Islanders we should shoot for having an active role in each task team. Work with "Personnel" to identify possible people to work on these task teams. Task the team leader with getting the team populated and out of the starting blocks.

• For each Task team identify (in a general way) What considerations must be included in the study at a minimum and the nature of the physical product of the teams' work.
PI / NP Communications Report

External

STAR each month (Nate, CC)
Portland Press Herald (Nancy)
Working Waterfront (Nate)
1 page Newsletter / Progress Report - maybe April / June / August (who?)
Posters to announce specific events on Bulletin Boards
Communicate to Island Organizations = Outreach efforts
Web Site - no webmaster yet
Seasonal Property Owners: how reach these?

Internal

Each Task Team sends reports to ?
Telephone & emails to Coord. Committee & attendees for special events
Archive collection of all papers / reports generated - who / where
Develop Report sections & final report - ?

Other Issues / Questions

Logo: proposed: outline of the Island
Slogan: (help shape the future of our Island .. ) Other ideas:
Name of this organization / group?
April Calendar of the 5th Maine ?
Dear Peaks Island Neighbor,

April, 2002

We have “borrowed” email addresses from several sources for the widest possible dissemination of this memo. Please excuse the intrusion, errors or duplication in the spirit of our intention.

Many Peaks Islanders are working on a Portland Neighborhood-Based Plan but we still need more help! The Plan encourages public participation, recognizes unique neighborhood character, helps form bonds among community members and organizations, provides a voice for the neighborhood with city staff and the City Council; and shapes a set of neighborhood visions. The extensive Island Survey was one of our first projects and launched the process. To date we have over 400 replies and are expecting even more.

We have an organizational scheme, timeline, and task list. However, our Peaks Island Neighborhood-Based Plan will succeed only with participation from a broad range of interests, people, and organizations. Your coordinating committee has established task teams with specific assignments that follow City of Portland and State of Maine guidelines. Look at the attached list, which describes the teams, and decide which area you would like to assist. Remember: there’s no “them” or “us” in this process; it’s OUR plan! I have also attached a one-page sample that describes the work to be done for one team.

Please let us know how you will participate via email to me or any of the task team leaders. Thanks!

Bill Hall
PINA President
wpeaks@earthlink.net
Population (Nancy Hall): Describes the demographic data of the community and region in which it is located.

Water, topography, and soil resources (Art Astarita): Inventory significant water resources such as aquifers, estuaries, rivers and coastal areas and, where applicable, their vulnerability to degradation.

Other significant or critical natural resources (Need Leader): Inventory significant or critical natural resources, such as wetlands, wildlife and fisheries habitat, significant plant habitat, coastal islands, sand dunes, scenic areas, shore lands, and defined heritage coastal areas.

Agriculture and forestry (Need Leader): Inventory commercial forestry and agricultural land while ensuring their protection by discouraging new development that is incompatible with uses related to the agricultural and forest industries.

Marine Resources (Curtis Rindlaub): Inventory marine related resources and facilities such as ports, harbors, commercial moorings, commercial docking facilities and related parking, and shell fishing and working. In addition, the plan should ensure preservation of access to coastal waters necessary for commercial fishing, commercial mooring, docking and related facilities by discouraging new development that is incompatible with the above uses.

Historic and architectural resources (Kim Macisaac): Inventory historic and architectural resources while recognizing their importance to the community and that worthy resources should be protected. Also, will investigate the overall character of the community and how its members feel about that character.

Land use patterns (Brenda Buchanan): Gather land use information describing current and projected development patterns in an effort to describe two different areas, growth and rural areas.

Housing (Keith Hults): Inventory available residential stock on Peaks Island.

Transportation (David Cohan): Inventory transportation systems, including the capacity of existing and proposed major thoroughfares, secondary routes, pedestrian ways and parking facilities.

Recreation and open space (Need Leader): Describe existing recreation, park and open space areas and significant points of public access to shorelands.

Public Facilities (Need Leader): Inventory capital facilities and public services necessary to support growth and development and to protect the environment and health, safety, and welfare of the public and the costs of those facilities and services.

Economy/ Fiscal capacity (Louis Mandeville): Inventory economic data describing the neighborhood community and the region in which it is located.

Relationship with the City (Bill Hall): Describe and assess how Peaks Island is represented within city government.

Image presentation (Ann Foster): Plan and coordinate an exhibit of Peaks Island images, including past, present and artist representations, to debut during the June 22/23 PeaksFest Celebration.

Workshop planning (John Erdman): Plan and coordinate the community-wide July 14 planning workshop.
Sample Task Team Assignment: RELATIONS WITH THE CITY OF PORTLAND

1. Introduction:
The decisions of city officials have a great impact on the quality and affordability of living on Peaks Island. Thus the health of the relationship with the city of Portland will be a key factor in our efforts to shape the island's future. Since Peaks Island is not a self-governing community, the state planning guidance does not cover this subject. Nevertheless, the importance of the topic justifies its own chapter in our neighborhood plan, and the document you produce will become part of Portland's comprehensive plan. The coordinating committee appreciates your willingness to tackle this important issue. Please look at this task description, which is meant to be general in nature, and feel free to tell the committee what changes, if any, you would make to the guidance.

2. Team Objective:
The overall task is to describe the relationship with the city of Portland based upon the perceptions of island residents and city officials. The focus of the study should be to answer the question: Do the residents of Peaks Island have an adequate voice in the decisions of the city affecting the island? This chapter should examine: What is the relationship today? What was it 10 or 20 years ago? What are the issues? Where does the relationship seem to be going? What is the preferred direction, and how might we steer things that way?

3. Task Guidance:
- Assemble a team of volunteers who will interview island residents and city officials. Develop a list of open-ended questions, designed to elicit opinions, for interviewers to use as a loose script. If available, use city/neighborhood documents relevant to this issue and responses to the community survey to help frame your research and questions.
- Involve a broad mix of island residents: longtime residents and recent arrivals; seniors and young singles and parents; retired and working; property-owners and renters; business owners; summer and year-round islanders; and so forth. Include island representatives who serve on city boards, councils, and committees (e.g., Policy Advisory Committee, Seniors' Council, etc.).
- Talk to a range of city officials: our City Council representative; the city manager and assistant city manager; department heads; the islands and neighborhoods administrator; and city workers on the island (from Public Works, Parks and Recreation, etc.).
- Be sure to describe both the official and unofficial mechanisms of decision-making and communication.
- Analyze the strengths and weaknesses of the current relationship and make recommendations for improvement.

4. Product:
Write a summary of your findings and recommendations and submit it to the coordinating committee by July 1.

5. Special instructions:
Give the coordinating committee a progress report by May 15.
Dear Task Team Planner:

We met this week to review task team progress and plan our July 14th Workshop. Although our research and studies can take many forms, we should all remember that our ultimate goal is to produce a useful Neighborhood-based Plan. And, that Plan should combine meaningful data with thoughtful community input.

Our six-page Community Survey produced more than 550 responses and Nate Gray has begun the arduous work of compiling its data. He also has literally hundreds of written comments to categorize. A community presentation of findings will be scheduled for June or July. Task team leaders who want to include survey data in their research should contact Nate directly at 766-2202. And, if you need input from city resources, please call Tom Fortier at City Hall at 874-8300. However, please remember that we are ‘way ahead of other Portland neighborhoods in this process so the city may not be able to provide as much information as you need at this time.

Since each team is compiling very different data, we are reluctant to specify the format of your report. However, several people have asked for basic guidelines. It would be helpful if you could provide: 1) a brief introduction to describe your task and your objective; 2) a description of your data collection methods and sources; 3) a thorough analysis and summary; 4) produced in a one-page report with supporting attachments as needed.

We have 13 different tasks requiring community input before the ultimate plan can be produced. So, we are suggesting that these one-page preliminary draft reports form the basis for community dialogues. As soon as they have been prepared, they can be made available in the library and online at http://www.geocities.com/netpina/homepage.html. Then, on Sunday, July 14th, we are suggesting an afternoon Workshop format that resembles a community conference or job fair. We envision 13 tables staffed by task team members who will discuss their reports with community visitors. Summary charts, photos and/or other graphic materials can help the dialogues. Those dialogues should produce more input and enable the task teams to produce preliminary final reports that can be assembled and presented to Peaks Islanders in the Fall.

Thank you once again for working to plan our Island's future....
Task Teams Reports

Your volunteer neighbors have produced these reports for our Peaks Island Neighborhood-Based Plan for the City of Portland. They will present them at a special Community Workshop on Sunday, August 4th from 1 to 5 PM at the Lion's Club.

We welcome your input! Please plan to attend to help determine the future character of our island. We want to include everyone!

Sunday afternoon’s workshop will feature reports by thirteen volunteer Planning Task Teams that have been researching issues designed by the State of Maine to help communities plan their futures. These topics are:

- Historic and Architectural Resources
- Housing
- Land Use Patterns
- Marine Resources
- Natural Resources
- Population
- Public Facilities
- Recreation and Open Space
- Relations with the City of Portland
- The Economy
- Transportation
- Water Resources
- Peaks Island’s Vision for 2020

Task teams will present data based upon their own research and compiled with the Island-wide Community Survey conducted earlier this year. More than 550 full-time and part-time islanders completed the six-page survey that offers insight into virtually all aspects of life on the island.

The August 4th Workshop offers opportunities for dialogue among all Peaks Islanders, both year ‘round and part-timers. Each task team will display its findings at individual dialogue tables. Neighbors will move from table to table to discuss research results with team members and add their own suggestions. Workshop information will be compiled and drafted into a Neighborhood-Based Plan to be submitted to Portland’s Planning Department later this year.

Please join your neighbors at the Lion’s Club to be sure your voice is heard!
Historic & Architectural Resources

PURPOSE: This task team will assess existing historic and architectural resources and elicit recommendations and ideas for preserving these resources in ways that will preserve the character of our unique island community.

DATA SOURCES include:
- Existing Archival Resources on Peaks Island (i.e. Fifth Maine, Eighth Maine, TEIA)
- Organizations and private individuals
- Archival resources elsewhere
- Interview residents with experience in preservation

Historical Projects Currently Underway
- At Fifth Maine (recent history documentation project; architectural survey)
- At Eighth Maine (building preservation; lodge experience; artifact preservation)
- At School (Peaks Island School Alumni Association school history preservation project)

DATA COLLECTED:
- Inventory of:
  - Historic Buildings/Sites
  - Private Homes
  - Public Buildings
  - Commercial Buildings
  - Sites/Landscapes
  - Current organizations

Ideas for preserving character, buildings etc:
- Historic marker program to designate significant buildings/sites
- Major effort to inform residents of the benefits of historic preservation
- Oral history interviews with a range of people (long-time residents, newcomers, summer people) to elicit views on keeping community character

From Kim MacIsaac, John Erdman and Lane Williamson.
The Land Use Task Team will propose text for the Neighborhood Plan on future land use on Peaks Island. It will seek to address wishes and concerns expressed in the Peaks Island Community Survey as well as in input at the August 4, 2002, Workshop.

Several tools exist to influence future land use. The zoning code is the primary governmental tool regulating private land use. Environmental rules and the installation of sewage and water lines, the construction (or not) of roads and the standards they must meet, and conservation and other privately created easements and covenants all affect land use. We are asking what changes are necessary to have the future Peaks Island that we want.

The 2002 Comprehensive Peaks Island Community Survey revealed a strong consensus on a series of zoning and land use issues. We have developed scores ranking survey responses, a high positive score meaning strong support and a negative score meaning more opposition than support. These issues are:

- Preserve open space: 875
- Protect ground water: 818
- Discourage sprawl: 776
- Protect views: 687
- Protect property values: 687
- Protect architectural character of neighborhoods: 622
- Protect existing island businesses: 540
- Encourage affordable housing: 325
- Be flexible to allow nonconforming uses: -124
- Encourage business expansion: -178
- Provide for an industrial zone: -537

One issue, encouragement of affordable housing, had strong support from year-round residents but not from seasonal residents. "Development--new housing starts" was seen as a threat to the island's quality of life with a score of 604. Peaks had 396 households in 2000 compared with 346 in 1990, an increase of 50 in ten years. Survey respondents (about half of island residents and property owners) indicated intentions to create 66 new year-round households in the next five years. We might expect even more new households than that. We must insure that tools to control land use are able to cope with this expected development.

We have our ideas on encouraging desirable future land use and resolving the sometimes conflicting wishes expressed above, but we definitely need your ideas, which may be better than ours and, we expect, would better protect your interests.

From Dick Springer 766-3388
The Island's Economy

Introduction:

The economy plays an integral role in determining community viability. While it is often difficult to confidently forecast short-term economic changes, the community’s economy must be understood to make household and population predictions. (Ref. State planning guidelines, 35.) The economy task team’s goal was to inventory and analyze the key economic components of Peaks Island.

Description of task:

We choose to look at three different aspects of the island’s economy: the economic culture of the island, the socioeconomic level, and the economic future.

Starting our task was the description of the island’s zoning. Currently, there is one zone that allows business IB or island business. Its boundaries are roughly parallel to Island Ave. from Torrington Oak Ave. to the head of Centennial St. rear.

To assess the economic culture of the island, we used tax revenue data from the tax assessor's office, recent prices of sold homes, the different employers on the island, and how employment is effected by summer season. In addition, we investigated how tax revenues have changed and what affect this has had on the community.

The second aspect was an investigation of the island’s socioeconomic level. The focus of this section was how the cost of living has changed and subsequent effects on the island. Data included parking prices, ferry rates, taxes, and compilations from the 2002 comprehensive Community Survey.

The third aspect was to attempt to forecast the economic future of the island. Are there any current trends that will continue into the future? Do we foresee any changes in the island’s economy and what could they be?

From Nate Gray 766-2202 and Louis Mandeville 766-9746
MARINE RESOURCES

Peaks Island's very islandness is defined by the marine resources that surround it. They include the immediate coastal waters and the shoreline that rings the island. The marine resources are both physical and aesthetic; they provide the physical boundary between land and sea and the psychological boundary between the island and the rest of the world. They are used and enjoyed for recreation, commercial business, and for island services.

The Peaks Island Neighborhood-Based Plan attempts to catalogue the island's marine resources and how they are used today, as well as how they have been used in the past. It hopes to crystallize the opinions of today's islanders on how these resources should be used and protected in the future. The Marine Resources Task Team is researching the subjects below. Details and the team's recommendations will be offered at the August 4th Workshop as a departure point for community dialogue.

Coastal Features and Public Access: Peaks Island is blessed as over half of the island’s coast is accessible to the public and/or preserved from development, and some of the privately-owned waterfront has a long history of permissive public use.

Offshore Features and Public Access: Peaks Island's offshore marine resources are used both for recreational boating and for commercial fishing, as well as for essential island services and transportation.

Commercial Fishing Resources: Our marine resources include extensive clam flats, mussel beds, seaweed fields, lobster and urchin habitat, as well as a variety of fishing grounds. These resources are used by both commercial fishermen as well as recreational anglers and clam-diggers.

Uses and Users of Peaks Island Resources: These coastal and offshore marine resources are used diversely, from recreation and commuting to commercial fishing, transportation, public services, business, and utilities.

Environmental Concerns: Our marine resources are under constant threat from pollution, erosion, aesthetic disturbances, and over-use. Pollution is generated both from the island and from elsewhere.

Valuations of Waterfront and Waterview Property: Prices being paid for waterfront property and properties with views of the water have shown a dramatic increase in the last five years.

From: Curtis Rindlaub 766-5665
Natural Resources

Goal: To protect the State's other critical natural resources, including without limitation, wetlands, wildlife and fisheries habitat, shore lands, scenic vistas, and unique natural areas.

The Task:

1. We intend to map general patterns of natural resource locations on the island. We aim to characterize habitat types and natural areas by obtaining field observations of parameters such as vegetation, ledge placement, shore land types and wetland sites. We can validate by examining and comparing existing maps that delineate geological, biological and hydrological features.

2. We will present our maps and collect additional information or reactions from the public on August 4th.

3. Together with other task teams, we would like to identify real and perceived threats to Peaks Island's natural resources. It is expected that most natural resource management issues are caused by and will impact the way people use the island. We would like to build a collaborative, realistic set of recommendations for natural resource protection strategies on Peaks Island. By understanding the various facets of the threats, we hope to build achievable goals for preservation of resources.

Data Collection Sources:
Aerial Map of Peaks Island done in 2000, translated to CAD program GIS map, including locations recently obtained by GPS work by James Essex, Island Institute Fellow. Natural Resource Conservation Office, Gorham-soils, geological features; Portland Island Groundwater Study, 1986; Portland Land Use and Zoning Study, 1986; Peaks Island Neighborhood Survey, 2002; Waste Stream Information from the City of Portland Land Use Data from city of Portland, graphed by Art Astarita DEP-Homeowner's Guide to Environmental Laws Affecting Shorefront Property; Friends of Casco Bay- water quality data pending Maine Natural Areas Mapping Program; Field Observations by Environmental Task Team members.

Analysis & Summary:
We prefer to identify current specific issues and threats to natural resources on Peaks Island, and to use actual data to build recommendations for resource protection. At this time it appears that most threats to the island's natural resources occur as a result of building practices or homeowner activities. It would be best if the community had a voice, and therefore a stake, in identifying best management recommendations to protect and preserve identified natural resources.

From Lynne Richard, 766 2984, Joyce Leslie, Nate Gray, Charles Enders, Biff Herbert, Johan Erickson, and Val Hart
Public Facilities

Peaks Island has 66 lots and/or buildings that are tax exempt: American Legion - 3, Lions Club - 3, the 5th and 8th Maine Veterans Associations - 2, Child Care - 2, State of Maine - 2, Cemeteries - 3, Peaks Island Land Preserve (Land Trust) - 13, Portland Water District - 2, Churches - 9, Casco Bay Island Transit District - 3.

The City of Portland owns five of the buildings and 19 of the lots. This report addresses these five buildings, since they can be used by the public.

The Community Building houses the Public Safety facility, the Library, the Community Room and the island's only two public restrooms. The Public Safety Facility, open 24/7, is staffed by two Portland Police officers who are crossed trained in fire technology. In addition, one officer on each shift is an Emergency Medical Technician certified by the State of Maine.

The Library is open 20 hours per week and served 20,806 people who borrowed 32,189 items from July 2001 thru June 2002. In addition to normal operating hours, the Library is used approximately 38 hours a month for pre-school activities, movies, and discussion groups. It is also used, on occasion, for small group meetings when the Community Room is not available.

The Community Room is available for meetings and is available by reservation from the Parks and Recreation Department. During the month of June 2000 it was used approximately 90 hours by 19 organizations.

The Peaks Island School served 50+ students grades K-5 during the 2001/2002 school year. In addition, the school is used by the Portland Recreation Department 12 hours per month during the winter. Adult Education classes met 36 hours during the 2001/2002 school year. Summer fish camp was also held for 2 weeks during the summer of 2001.

The Transfer Station is open 7:30 AM to 3:00PM Tuesday thru Saturday from Memorial Day to September 15. From then until Memorial Day, it is open 7:30AM to 3:00PM Tuesday, Wednesday, Thursday and Friday. The Public Works Dept. building is open 7:00 AM to 3:30 PM Monday through Friday.

The City owns the Sewage Treatment Plant and leases it to the Portland Water District. It is not open to the public. Public restrooms were the most called-for new facility in the 2002 Peaks Island Comprehensive Community Survey.

Added: The State of Maine, Department of Inland Fisheries and Wildlife, provides Peaks Island the services of a game biologist to coordinate plans to keep wildlife in balance.

From Peter Deane, 766 2782
RECREATION AND OPEN SPACE

Objective: To describe existing recreation, park and open space areas, and significant points of public access to shore lands on Peaks Island.

Data Sources: Year 2000 data from City of Portland tax assessor; 2002 City of Portland island survey; Portland Parks & Recreation 2002 Master Plan Report; 2002 Geographic Information Systems (GIS) island map; and walking the island and talking to property owners.

Findings:

I. Recreation:
   Public recreation areas/opportunities: School playground, Ball field, Boat ramp at the foot of Centennial, Library (reading, movies), Walking and Hiking (roads and trails), Picnicking, Bicycling, Fishing, and Bird watching.
   Membership-based areas/opportunities: Sailing and Tennis at Trefethen-Evergreen Improvement Association.
   Business-provided opportunities: Bicycling (Brad’s Bike Shop), Kayaking (Maine Island Kayak, Casco Bay Kayak Rentals), and Horseback riding (Island Recreation & Horse Camp).
   The City has no plans for additions or upgrades to recreational facilities or parks on the Island over the next ten years, except for the School/Community Playground currently in design.

II. Open Space and Shore Lands Access:
   Approximately 160 acres of open space, including city-owned land, city land with a conservation easement, land-trust owned land both with and without conservation easements, and State of Maine land.
   Strong sentiment by Islanders to continue to preserve and protect additional open space.
   Public access to several beaches including Centennial Beach, Sandy Beach, and Evergreen Beach.
   One designated park on the Island--Reed Park that comprises less than 1/4 acre.
   Many access points to the rocky shoreline along the back shore.
   Multiple access points to the shore lands around the remainder of the island.
   Some map-designated access ways to the shore are either no longer readily detectable or are blocked in some fashion. Significant research of deeds and survey work would be required to resolve these areas.

From: Don Stein, Nancy Hall, and Carol Baker
WATER RESOURCES

Surface Water

- Current interpretation shows 25 watersheds with the (Trefethen) Ice Pond watershed, the largest with a perimeter of 2.58 miles.
- It is estimated there are 16 ponds and 9 wetlands.
- Pond Depths

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Depth</th>
<th>Max. Depth (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brackett Pond</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>(Trefethen) Ice Pond</td>
<td>2.5</td>
<td>4.0</td>
</tr>
<tr>
<td>Trout Pond Chan</td>
<td>3.25</td>
<td>4.5</td>
</tr>
<tr>
<td>Trout Pond</td>
<td>7.5</td>
<td>9.5</td>
</tr>
</tbody>
</table>

Ground Water

- As of year-end 2001, slightly more than 110 wells.
  - 83 for domestic water (about 10% of Island homes)
  - 9± are monitor (city) wells (old dump, down front)
  - 13 or more are abandoned,
  - 5 have not been confirmed.
- Average well depth is 188 feet of the wells recorded.
- Average yield is 8 gallons per minute of the wells recorded
- There are three major fracture trends that allow water into the bedrock aquifer and can account for spring outflow. The major two trends are North 35° East and North 120° East. A set of secondary fractures are sub-horizontal (related to glacial weight unloading).

Hazards

- Contamination of groundwater and surface water
  - 0-8 feet soil thicknesses
  - Inefficient Septics and Cesspools (±80% homes not on sewer)
  - Runoff: lawns, roofs, parking lots, gardens (non point source)
    - Oils, gasoline, antifreeze, power steering, fertilizers
  - Marine water intrusion
- Slope instability - erosion of coastline
  - Evergreen, City Point / Island Avenue, Seashore
- Flood Zone Building Construction
  - Seashore Coves and Back Shore

Recommendations

- Water Sampling and data analysis/integration
  - Wells, Ponds, Coves
- Proper maintenance of Septic/Cesspool systems
  - Pump outs and Household routines
- Proper garden practices and automobile maintenance enforcement.
- Flood hazard/coastline erosion mapping, review building practices.

From Art Astarita
TRANSPORTATION

INTRODUCTION: The transportation task team will inventory and analyze existing transportation systems, including the capacity of existing and proposed major thoroughfares, secondary routes, pedestrian ways and parking facilities.

DESCRIPTION OF TASK:
The topics of our investigation included:
- Casco Bay Lines
  - Number of passenger trips to Peaks Island
  - Number of car trips to Peaks Island
- Parking Options
  - Mainland
  - Island
- On island traffic issues
  - Number of miles of road
    - Miles of asphalt
    - Miles of gravel
    - Miles of re-claim
  - Road conditions
  - Signage
- On-Island Alternative Transportation
  - Possible Methods
    - Bus
    - Taxi
    - Bikes
      - Rental
      - Storage
      - Cost of tickets
  - What can we learn from the past?
  - What can we learn from other islands?

DATA SOURCES: Our task team gathered data from a number of different sources: City of Portland and its Public Works, Casco Bay Lines, Greater Portland Metro bus line, the Portland Explorer, Greater Portland Council of Governments, and the results of the 2002 comprehensive Peaks Island Community Survey.

From Charles Enders, 766-2022, cenders01@hotmail.com,
MJ Burnette, 766-5933, mj_burnette@swett.com,
Barb Strout, 766-2378, bstrout@maine.rr.com,
Nate Gray, 766-2202, ngray@maine.rr.com,
Gene Taylor, 766-2811, egtaylot34@aol.com,
David Cohan, 766-5642, dcohan@maine.rr.com,
VISION 2020

This Task Team has gathered short Vision Statements from a sampling of individuals or groups on Peaks Island to begin developing a picture of peoples' hopes for Peaks Island in the year 2020. The Team hopes to collect many more comments at the August 4th Workshop.

Cynthia Cole has conducted seven interviews and discussed the Island’s future with a number of people informally. Robin Walden has collected two vision statements and Matthew Day has agreed to interview several other people. The current statements have come from two older couples, three older long-time residents of Peaks, two mid-career persons with long roots on the Island, and two Teens.

Data will also be coming from the Survey which asked people to list their three top "Concerns" about the Island, the five words that come to mind when they think about the Island, and a number of free-form comments.

Interview questions included:
What are the best aspects of Peaks Island now?
How do you want Peaks to be in 2020?
What changes would make this an improved or "perfect" Island?
What should be preserved and what should be changed?
When you talk enthusiastically of the Island to friends, what things do you mention most often?

Some common words or theme ideas collected include:
"Keep the rural quality and open spaces of the Island."
"Have fewer cars and maybe a mini-bus going continuously along a set route."
"Keep the 'low key' community character - a place where everyone knows each other."
"Have affordable housing for young families with children - keep the school vibrant."
"Maintain traditional 'family' values of courtesy, respect, and helping older citizens."
"Have a permanent Senior Citizens Center."
"Increase recreation for Teens; have a Teen Center, and a community pool."
"Clean up Battery Steele and use it in some way for the community."
"Keep the Island the way it is - don’t have too many changes."

From Cynthia Cole, Robin Walden and Matthew Day
Maps for the Future

On a very local level, GIS technology offers great promise

CHRIS BREHME & NATHAN MICHAUD

Maine has a long tradition of local control. Unfortunately, as its economy becomes less dependent on small-scale natural resource production and more on the rapid movement of information, the state's smallest towns increasingly find themselves without the economic leverage they've had in the past. Add the elements of "sprawl"—most importantly, the migration of young people out of rural towns and the movement of service center commuters into them—and you have a precarious situation: small towns must make critical decisions about land-use policy, but they are in a poor position to do so because they lack the information they need. Migrations, moreover, can dilute the networks of relationships that give small towns their very identity, and they can create tensions between citizens who regard land in different ways.

Legend

First graders
Ally
Caitlin
Marley
Stephanie
Kindergarteners
Ben
Camille
Dustin
Jacob
Town Places
Ferry
Library
School
Town Offices
Stores
Dark Harbor Shop
Dunkin'
Island Market

1 0 1 2 Miles
Often, problems create new opportunities. Geographic Information System (GIS) technology is becoming the common medium for the exchange and management of data about our physical world. In GIS, extensive databases are linked to maps which can allow you to display any combination of information "layers" in a map, and also to query the databases and represent the results visually. For example, a planning board looking to increase a buffer around a certain wetland from 75 to 100 feet could assess the impact of the proposed change visually, by displaying it on a computerized map. The board could then query the computer to produce a list of property owners affected by the change, another list of structures that would become non-conforming, and so on.

While this technology and the capacity to use it is still relatively rare among Maine towns, interest in GIS is increasing. Among Maine’s islands, some of the smallest of the state’s communities, at least three—Islesboro, Vinalhaven and Peaks—have invested in the creation of local GIS databases and are pursuing strategies for local empowerment through use of the technology locally. When well integrated into the community, GIS can help correct the urban-rural imbalance of information management capacity; it’s possible to envision, as residents of these three islands have, GIS as the centerpiece of a sort of local “information commons,” the maintenance and updating of which could truly become community-wide.

With a grant from the National Science Foundation, the community of Islesboro and the Island Institute are taking the first steps toward a community-integrated GIS. The end result will include a database of human and environmental features on the island, which can be described as a “community atlas.” Beyond the data itself, the Islesboro GIS project seeks to become a catalyst for cooperation among the town, the school and the local land trust. These institutions have a history of working together on the island, and this project is designed to build on that foundation.

The project has assisted the community in purchasing GIS hardware and software, and provided a full-time Island Fellow to help coordinate the project. With a background in environmental and marine science, Kathleen Reardon has helped link GIS with applied science in the classroom and beyond. She taught a semester-long GIS science course to Islesboro high school students, who designed their own projects on the island. These projects reached out to other parts of the community, such as the groundwater protection committee, and demonstrated the utility of GIS for a variety of applications. Subsequently, Reardon decided to offer the GIS course through the local adult education program.

Reardon has also assisted several municipal committees in using GIS to manage and analyze their data. She has worked with the local land trust to map new trails and scan and register aerial photographs. Alone, these tasks have helped community members save time and view their own information in new and interesting ways. Together, they represent an opportunity for the community of Islesboro to develop a model for the future.

By aggregating the information from various community institutions into a community atlas, Islesboro can create an image of the island that is the collective vision of the people who live there. Quite independently, a structure similar to that on Islesboro is taking form on Vinalhaven, under the auspices of its ongoing comprehensive planning process. The Vinalhaven Land Trust, which was also extensively involved in the natural resources inventory for Vinalhaven’s 1988 comprehensive plan, contracted with GIS specialists at College of the Atlantic in Bar Harbor to create one of the most thorough local GIS databases in the state. In anticipation of pursuing collaborative place-based education projects, the Vinalhaven school has also acquired GIS software. The GIS maps, which were received with much interest at a public meeting in January, will be a valuable planning tool as a means of tracking growth trends and may be used to create visualizations of “build-out” scenarios (i.e. what the island would look like if developed to the extent that current zoning allows). While the basic GIS data was compiled by COA, comprehensive planning committee members are also using the maps as a repository for information collected for the plan—for example, a database of various land uses is being tied to the digital parcel map, so that the use code (commercial/retail, residential/marine, etc.) of any parcel is a click away. The Land Trust and Comprehensive Planning Committees hope to create the capacity locally to continually update the system.

Island Institute Fellow James Essex was placed on Peaks Island in the fall of 2000 to create a GIS database there. Essex worked closely with Portland officials and Art Astarita of Peaks Island Land Preserve to build an accurate map set and database, which included tide lines, roads, walking trails, building footprints, parcel ownership data, water and sewer lines, shoreline topography and zoning. Peaks community members recently began a neighborhood planning process in coordination with Portland’s comprehensive planning, and the GIS is sure to prove valuable. There is also interest within the community in using GIS as part of a more broadly-conceived Peaks Island Documentation Project, which, according to Peaks Island Neighborhood Association President Bill Hall, will be a “time capsule” of Peaks at the turn of the 21st century.

As each of these island communities is aware, however, new technologies also create new controversies. While what goes into GIS databases is almost always public information, the new format nonetheless brings to the forefront questions of privacy, ownership and access. Some larger towns using GIS make the maps and data available through a website, while many small towns are understandably nervous about providing the world with quick and easy access to information about sensitive habitat, local hiking trails or property values. Indeed, to explore the use of GIS on a municipal level is to enter a conversation about information ownership and access, in which there aren’t yet many ready answers. Nonetheless, by taking the initiative to explore the possibilities of new technology on a local level, these three island communities can ensure that the small-town perspective has a place in this conversation.

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