

**MMC NEIGHBORHOOD ADVISORY COMMITTEE CHARTER**  
**FINAL (as amended 5/8/19)**

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**Section 1: Objective**

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**1.1 Overview and Purpose**

Maine Medical Center (“MMC”) sits at the intersection of several neighborhoods: the West End, the Western Promenade, Parkside, St. John/Valley, and Libbytown. Since 2005, representatives from these neighborhood organizations, MMC, and the City of Portland have met regularly to build a working relationship. Both MMC and these neighborhood organizations recognize that continued respectful, transparent, and consistent communication holds mutual benefits. To maintain and improve dialogue, collaboration, and transparency between these stakeholders, to preserve and improve the health, wellness, and livability of MMC and its surrounding neighborhoods, and in accordance with the Maine Medical Center Institutional Overlay Zone as written in the City of Portland code of ordinances, this Neighborhood Advisory Committee (“NAC”) Charter was developed and adopted by a 2/3 majority of those members present on March 6, 2019.

The NAC will:

1. Support meaningful, productive communication between MMC and neighborhood organizations, helping all members develop and maintain a healthy and respectful working relationship by:
  - Encouraging transparency, including the timely sharing of relevant information amongst members and the Portland residents who live in the member neighborhoods
  - Providing a forum for feedback from neighborhood residents through NAC membership
2. Promote the health, wellness, and livability of MMC and the surrounding neighborhoods by:
  - Collaboratively problem-solving around hospital-neighborhood concerns
  - Facilitating the development of hospital-community partnerships
  - Jointly administering MMC’s Caring Community Grant program to support mutually agreed upon neighborhood proposals addressing initiatives identified within the Regulatory Framework of MMC’s Institutional Overlay Zoning or other initiatives as developed by the committee.

**1.2 NAC Membership**

The Neighborhood Advisory Committee will consist of the District 2 City Councilor, plus two designated representatives each from the following organizations:

- The West End neighborhood
- The Western Promenade neighborhood
- The Parkside neighborhood
- The St. John/Valley neighborhood
- The Libbytown neighborhood
- MMC

The City of Portland’s Department of Planning and Urban Development will not serve as a formal member organization, but will participate in NAC meetings.

**1.3 NAC Member Role and Responsibilities**

NAC members are responsible for:

- Attending all NAC meetings
- Engaging in productive, mutually respectful, and transparent dialogue
- Sharing information on the plans of member organizations in a timely manner and as appropriate
- Disseminating information from the NAC to each member organization as appropriate
- Gathering feedback and providing input to the NAC on the part of each member organization

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## Section 2: Organizational Structure & Procedures

### 2.1 Organizational Structure

The NAC will have two co-facilitators, one of whom will be the representative of MMC. The second facilitator will be appointed to different member organizations on a rotating one-year basis. The City Councilor will not act as co-facilitator.

The NAC will designate a notekeeper, who will hold the appointment continuously until otherwise decided by the committee.

### 2.2 Procedures

*Meeting Frequency:* The NAC will meet at least quarterly at a mutually agreeable time and location specified by the committee co-facilitators. If a member deems that an additional meeting is necessary, that member may request a meeting by contacting the committee co-facilitators. During periods of MMC construction, the NAC will meet monthly unless otherwise decided by the committee.

*Agenda Setting:* The co-facilitators are responsible for soliciting agenda items and distributing an agenda at least one week prior to meetings of the NAC.

*Meeting Materials:* As a courtesy, members will try to share materials relevant to an agenda a week in advance of meetings. Should a request for feedback on a particular item be included on the agenda, committee members will ensure that sufficient time for such feedback is provided (i.e., materials will be shared in advance of the meeting and feedback collected at the meeting, or materials will be distributed at the meeting and feedback collected subsequent to the meeting). As appropriate, materials will be shared electronically.

*Meeting Guests:* Any committee member may request permission of the co-facilitators to invite a guest speaker or presenter to the next scheduled meeting and to place the same on the agenda for such meeting. If a guest request is relevant to an agenda item, permission will be granted freely.

*Meeting Notes:* The notekeeper will keep meeting notes. The notekeeper will make all reasonable effort to distribute meeting notes to all parties within seven days of the meeting. Following approval by the group, meeting notes will also be posted on MMC's website. As they become available, neighborhood association meeting notes will also be shared with the committee.

### 2.3 Operation by Consensus

The intent of the NAC is to operate by consensus and to make decisions by unanimous consent of the membership present. If, from time to time, certain matters need to be resolved by other means, such matters may be decided by a 2/3 majority of the membership present, on a one vote per organization basis, not including the City Councilor.

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## Section 3: Scope

### 3.1 In Scope

Within three months of the NAC's first yearly meeting and annually thereafter, the committee will develop a mutually agreed upon checklist of actions to work toward over the subsequent year. This checklist of actions will be directly tied to the NAC's purpose, including:

- Supporting positive and productive communication
- Collaboratively problem-solving around hospital-neighborhood concerns
- Jointly pursuing opportunities for hospital-neighborhood partnerships focused on health, wellbeing, and livability of neighborhoods, measuring outcomes if appropriate

On an annual basis, the NAC will be responsible for soliciting, reviewing, and selecting the recipient(s) of MMC's Caring Community Grant. Within three months of its first meeting, the NAC will develop a framework for administering the grant program, including program goals, selection process, and guidelines, using the Institutional Overlay Zoning as a guide. The purpose of the foregoing is that an amount of \$30,000 is granted by MMC to the NAC neighborhoods on an annual basis.

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## Section 4: Amendments

### 4.1 Amendments

This charter may be amended from time to time by a 2/3 majority of the membership present, on a one vote per organization basis, not including the City Councilor. Amendments relating to the purpose and composition of the NAC, as established in MMC's Institutional Overlay Zone, to the extent that they fundamentally conflict with the MMC IOZ, must be communicated to the Planning Board and City Council of the City of Portland.