

**Community & Economic Development Committee**  
**Thursday, February 4, 2021**  
**Public Zoom Meeting - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for February 4, 2021, was called to order at 6:30 via Zoom by Committee Chair Jennifer Letourneau. The Chair, as well as members Cyndi Robbins, Norm Davis, Raymond Cloutier, and Stacey Bsullak, are present. Member Sheila Foley and Alternate Member William Eldridge are absent.

**Public Attendance:** Town Manager Matt Garside and Recording Secretary Alex Sirois.

**MINUTES**

January 7, 2021

- Vice-Chair Cyndi Robbins makes a motion to accept the minutes for January 7, 2021, as presented, seconded by Member Norm Davis.
- Member Raymond Cloutier points out an error in the minutes and corrects the record to state that he actually wanted to have physical trail maps printed to be handed out or displayed at Poland businesses.
  - Cyndi has done this before, working with Recreation Director Scott Segal.
  - Town Manager Matt Garside suggests Penmore, as the town has used them previously for printing projects.
  - Cyndi will connect with Scott to get the maps and have them printed, funded by CEDC.
  - The Committee would like the handout to say “printed by the Poland CEDC.”
  - Cyndi will get a quote for printing from Penmore, and bring it to the next meeting.

Vote:                YES - 5                                NO - 0

**REPORTS**

**Financial Report**

- Town Manager Matt Garside reports that the only changes to the financials for this month were the payroll deduction, payments for the website, and a bill for the GIS system.
- Member Norm Davis makes a motion to accept the financial report for the month of January, as submitted, seconded by Member Raymond Cloutier. No discussion.

Vote:                YES - 5                                NO - 0

**Planning and Development Report**

- Two new businesses have registered in town, Grant Property Services, and Vacationland Renovations.
- The Planning Board approved a Site Plan for Evolve Nutrition.
- Agassiz Village obtained a permit for work they are doing to an existing gazebo.

## **COMMUNICATIONS**

### Selectboard Liaison

- Chair Jennifer Letourneau had a conversation with Matt regarding the lack of Selectboard involvement with the CEDC. Selectboard Member Joe Cimino is the CEDC liaison, however, due to personal circumstances, he has been unable to attend the meetings. For the time being, Matt is going to act as the liaison between the Selectboard and the CEDC.
- Town Manager Matt Garside updates the CEDC on the ongoing sewer project. Nothing is coming up in the short term for the project.
- Matt reports that Per diem firefighters are desperately needed.
- Matt summarizes some of the upcoming warrant articles for vote this year, including 24-hour police coverage and an increase in fire staff.

### Blueprint For Economic Growth

- This document was prepared by the LA Metropolitan Chamber of Commerce.
- Town Manager Matt Garside feels as though this is good information for the Committee to look at since it gives a good sense of what Lewiston/Auburn is doing, and maybe some of these same strategies would work for Poland.

## **OLD BUSINESS**

### CEDC Website Update

- Recording Secretary Alex Sirois gives the committee an update on the status of the website project.

### Downtown Design Standards

- Recording Secretary Alex Sirois has reached out to Jim Seymour at Sebago Technics to see if it would be possible to have him or someone else from his firm attend a CEDC meeting to discuss the Downtown Design Standards.
- Chair Jennifer Letourneau is wondering what the deadline would be for this discussion.
- Town Manager Matt Garside recaps the idea to the Committee which includes making recommendations on which standards may need to be updated to make commercial development more efficient. He thinks hiring a consultant is a good idea.
- Vice-Chair Cyndi Robbins questions if the CEDC can spend money on something like this.

- Matt will check with Nikki Pratt, but he believes the CEDC can spend money on this since it would directly affect development. Plus, a consultant would help keep Poland in line with other Maine communities of similar size.
- Jennifer Letourneau would like to see if someone from Sebago Technics would be able to attend the next meeting.
  - Recording Secretary Alex Sirois will set it up.

## Banners

- Vice-Chair Cyndi Robbins reports that the new Banners have not yet been selected. Originally, the idea was to put them across the road, however, Central Maine Power shot that down. The banners were designed by Drew Robbins. Since the town had three major anniversaries last year, they were used to inspire some of the designs. Drew was hired for a cost of \$500, and this project was put on hold sometime last year.
- Chair Jennifer Letourneau asks if the new banners can be made larger than the current banners.
  - Cyndi Robbins confirms that they will be larger.
- Town Manager Matt Garside is concerned with putting specific businesses on the banners since it could be looked at as an advertisement.
  - Cyndi Robbins feels as though it is only really promoting the milestone, not the business.
    - Matt Garside is primarily concerned with the water company banner since it would be spending CEDC funds to advertise one business.
    - Cyndi Robbins suggests sticking with just the non-profits.
- The Committee decides on banners #6 and #7 as the favorites.
  - Member Raymond Cloutier suggests buying eight total, four of one banner, and four of another.
    - The Committee agrees.
- Recording Secretary Alex Sirois asks if the domain of the new website should be added to the new banners.
- Cyndi Robbins will reach out to the banner company for a price and bring it back to the Committee next month.

## Shaker Hill Nursery

- Vice-Chair Cyndi Robbins was able to check in with the owners of Shaker Hill Nursery. They are doing okay, and are working with the Code Enforcement Officer to start the process of building another building on the lot. They are planning on moving in the direction of an outdoor sports/recreation business.

## **NEW BUSINESS**

### Business Registration Fee

- Chair Jennifer Letourneau recaps the idea to try and get the business registration fee removed from the fee schedule. Does the Committee want to pursue this at this time?
- Town Manager Matt Garside feels as though it does give the town a reason to continue communication with Poland Business owners once a year. If the fee is no longer required business owners will likely no longer update their information filed with the town.
  - Vice-Chair Cyndi Robbins agrees with Matt.
- The Committee agrees to withdraw this idea at this time. They would like to see this process revamped, and think that it may be something that should go through Alex instead of Sarah.

### Three-Phase Power GIS Layer

- It was discussed at a previous meeting that the three-phase power GIS data layer may need to be updated, but after further research, it appears to be correct.

### Quarterly Business Award

- Recording Secretary Alex Sirois explains to the Committee that the business selected for the quarterly award at the last meeting has been sold.
- After some discussion, the Committee designs that it would be appropriate to select a different business for the award, and decides to give it to Northlight Electric.
  - Recording Secretary Alex Sirois will prepare a press release.

### Spring Ribbon Cutting Planning

- Chair Jennifer Letourneau asks if the Committee would like to try and select a month to hold a joint ribbon cutting for some of the new businesses in town.
- The Committee agrees that this should be held in the spring, but specific plans are not made.

### **OTHER**

- Member Raymond Cloutier wonders if it would be possible to mix the next Business After Hours event with the downtown design standards discussion. That way a majority of the business owners would be there to make their opinions known.
  - Town Manager Matt Garside thinks it might be a good idea to give some type of brief presentation on the standards once it has been discussed with the Committee first. The consultant may be able to act as a guest speaker for the Business After Hours event.
- Vice-Chair Cyndi Robbins informs the Committee that Poland Spring would like to host the next Business After Hours event at the water museum. A large renovation project has just been completed. They would be willing to cover some of the costs of the event.
  - Chair Jennifer Letourneau asks if this space would be large enough?

- Cyndi Robbins believes it would depend on what the COVID restrictions are at that time. Currently, the max that would be allowed indoors is fifty people. It may be possible to have a tent outside of the museum as well.
- The Committee would like to try to hold this event sometime at the end of May or the beginning of June.
- Town Manager Matt Garside informs the Committee that the Wolf Cove Inn will be featured on Maine Life Media, and Gathering Winds Farm had a great article in the Sun Journal.
  - Chair Jennifer Letourneau would like these shared on the Facebook page.
- Vice-Chair Cyndi Robbins informs the Committee that due to changes in COVID restrictions, Dockside Restaurant is opening for indoor dining. Also, a sled dog driver will be doing a run of 261 miles to promote a Togo sculpture that funds are being raised for. The sculpture would be at Poland Spring Resort.

### **ADJOURNMENT**

The meeting adjourns at 7:44 pm.

Recorded by: ALS

Accepted on: March 4, 2021.