

Community & Economic Development Committee
Thursday, August 5, 2021
Public Zoom Meeting - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for August 5, 2021, was called to order at 6:30 pm, by Committee Chair Jennifer Letourneau. The Chair, as well as members, Norm Davis, Raymond Cloutier, Stacey Bsullak and Sheila Foley are present. Vice Chair Cyndi Robbins, Member Jessica Wilson and Alternate Member William Eldridge are absent.

Public Attendance: Recording Secretary Alex Sirois, Amy Segal from Sebago Technics and Selectboard Liaison Nate McNally.

RECOGNITION OF VISITORS

- None

MINUTES

July 1, 2021

- Norm Davis makes a motion to accept the minutes for July 1, 2021, as presented, seconded by Chair Jennifer Letourneau. No discussion.
VOTE: YES - 2 NO - 0 ABSTAINED - 3 (S. Bsullak, S. Foley, R. Cloutier)

REPORTS

Financial Report

- Chair Jennifer Letourneau reports that the only change to this month's financial report is payroll.
- Member Sheila Foley has submitted a bill for the float that has not shown up on the financial report.
 - Jennifer believes it will likely show up on the next financial report.
- Member Stacey Bsullak makes a motion to accept the financial report, as presented, seconded by Member Norm Davis. No discussion.
VOTE: YES - 5 NO - 0

Planning and Development Report

- No new business registrations were received by the Planning and Development Office since the last meeting.
- The Planning Board approved the following commercial projects since the last meeting:

- A Sketch Plan for Sheila & Charles Foley, for a new General Store/Cafe at 1220 Maine Street.
 - Member Norm Davis asks if Member Sheila Foley is getting everything together so she can get approved quickly and easily by the Planning Board.
 - Sheila does not feel like they are ready and has not been able to meet with Scott to see what she even needs.
 - Member Raymond Cloutier thinks the town needs to focus on organizing the process to make it easier for applicants to go through the Planning Board process.
 - Chair Jennifer Letourneau would like to talk with the Town Manager about this.
 - Sheila asks if the Selectboard is aware that these concerns exist.
 - This is the firsts Nate McNally hears of the situation, and does not feel it is very business friendly. He agrees that the process for approval should be a little more clear.
 - Raymond suggests discussing this with the Planning Board at a workshop.
 - Jennifer would like to schedule a joint workshop with the Planning Board in September.
 - Sheila thinks a survey of the experience taken by previous applicants would be helpful to understand what issues might be taking place.
- The following commercial building permits were issued by the Code Enforcement Office since the last meeting:
 - A Change of Use permit was issued to Kathy Bolduc, to change an office building into a restaurant at 840 Bakerstown Road, construction valued at \$10,000.00.
 - A Building Permit was issued to Pike Industries, to build a new 34' x 60' office building at 164 Spring Water Road, construction valued at \$320,000.00.
 - A Sign Permit was issued to Poland Property Management, to install a new LED sign at 4 Spring Water Road, construction valued at \$9,500.00.

COMMUNICATIONS

Sebago Technics Invoice 7/22/2021

- Member Sheila Foley makes a motion to approve the bill, seconded by Member Stacey Bsullak. No discussion.
- VOTE: YES - 5 NO - 0

OLD BUSINESS

Downtown Design Standards

- Amy Segal is back before the Committee to continue the ongoing Down Town Design Standards discussion.

- Amy feels as though the Downtown and Village 4 zones are different areas and should probably have different standards. She also thinks that a possible path forward would be to add some of the standards to performance standards and then turn the rest into guidelines.
- Amy looked through other towns of similar size in the area. The two towns she focussed on were Raymond and Gray. Gray's are very simple and short. The three basic priorities are site planning, landscaping and lighting. Raymond's are much longer and are only guidelines.
- Chair Jennifer Letoureaux reminds the Committee that one thing we discussed last time was adding a range of options in standards so that they are a little more flexible.
- Raymond Cloutier doesn't think guidelines are a good idea because they are not enforceable.
- Jennifer narrows down the categories of discussion to architecture, landscaping, ????
- Member Sheila Foley would like a chance to look the other town's rules over compared to what we have.
- Amy shows the Committee an example of a vacant lot in town with a proposed development that meets the current standards.
 - Member Stacey Bsullak thinks this lot may be for sale. She wonders if there is anything we can do to take advantage of this opportunity to make it something great
 - Raymond thinks we can use TIF money to buy the land.
- Amy needs guidance from the Committee before she can move forward. The Committee decides to break up the standards from the other town's and study them before the next meeting. A workshop will also be planned with the Planning Board for sometime in September.
 - Sheila will focus on architecture.
 - Stacey will focus on landscaping.
 - Jennifer will focus on lighting, signage, and site planning.
 - Raymond will focus on site planning.
 - Norm will focus on architecture.

Bicentennial Parade

- Member Sheila Foley informs the Committee that we have the float decorations and will start decorating on the 14th. We need to get some people to be on the float. The parade is Saturday the 21st.

Website

- Recording Secretary Alex Sirois informs the Committee that he is struggling to get much of an update from our website support representative and will try to check back in with Nikki Pratt to see if he can get things moving again.

NEW BUSINESS

FY2023 Budget

- Member Norm Davis thinks we need help bringing in new businesses to town. We need someone who can attract serious businesses. We need a headhunter.
- Member Raymond Cloutier thinks we could hire a tif consultant.
- The Committee has no issues with the proposed budget.

Business Directory

- Recording Secretary Alex Sirois needs to check that the online business directory has been completed and is accurate.
- Member Sheila Foley would like a list of the businesses in Town to incorporate them into the parade float.

OTHER BUSINESS

- Member Sheila Foley is curious if we have heard anything new on the upcoming sewer project.
- Selectboard Liaison Nate McNally believes that the plan is still to put it out to bid in September or October. He has not heard anything else since the last update.
- Chair Jennifer Letourneau would like to get an update on TIF funds remaining after the completion of the sewer project.
- Member Raymond Cloutier thinks we need to ask for an extension on the TIF.
 - Nate informs Raymond that this did come up at a meeting and he can't remember for sure but believes it was said that an extension is not an option.

ADJOURNMENT

The meeting adjourns at 8:35 pm.

Recorded by: ALS

Accepted on: September 2, 2021.