

Community & Economic Development Committee
Thursday, February 10, 2021
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for February 10, 2022, was called to order at 6:32 pm, by Vice-Chair Cyndi Robbins. The Vice-Chair, as well as members, Sheila Foley, Chrissy Kimball, Stacey Bsullak, and Norm Davis, are present. Chair Jennifer Letourneau, and member Raymond Cloutier, are absent. The Chair has submitted her resignation and Raymond is requesting to be stepped down to an alternate position.

Public Attendance: Recording Secretary Alex Sirois, Selectboard Member Nate McNally, Michael Graham of Shaker Village, and Mike Ellis.

MINUTES

December 9, 2021

- Member Sheila Foley makes a motion to accept the minutes for December 9, 2021, as presented, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

January 6, 2022

- Member Sheila Foley makes a motion to accept the minutes for January 6, 2022, seconded by Member Stacey Bsullak.
- Sheila's motion is conditioned upon the correction of the heading at the top that includes the incorrect date. 3-0-2
VOTE YES - 3 NO - 0 ABSTAINED - 2 (Davis, Kimball)

RECOGNITION OF VISITORS

Michael Graham and Mike Ellis are welcomed and reminded that there are open positions on the Committee.

REPORTS

Financial Report

- Member Norm Davis makes a motion to accept the financial reports for December and January as presented, Seconded by Member Chrissy Kimball. No discussion.
VOTE YES - 5 NO - 0

Planning and Development Report

- The following new business registrations were received by the Planning and Development Office since the last meeting:
 - Grant Virtual Services, a virtual service business, located at 768 Bakerstown Road.
 - Harris Hill Automation, LLC, a robotics and automation business, located at 31 Hotham Lane.
- The following Site Plan Applications were approved by the Planning Board since the last meeting:
 - Poland Landco, LLC (Camp Northstar) received sketch plan approval to build four new bunkhouses and a new septic system, at 200 Verrill Road.
 - Charles and Sheila Foley received site plan approval to build a new cafe/market, at 1220 Maine Street.
 - Poland Landsco, LLC (Camp Northstar) received site plan approval to build four new bunkhouses and a new septic system, at 200 Verrill Road.
- The following commercial building permits were received by the Code Enforcement Office since the last meeting:
 - Poland Spring Resort submitted a permit application to install 9 new mini golf holes at 543 Maine Street with an estimated construction cost of \$42,755.
 - U.S. Cellular/Mastec Network Solutions submitted a permit application for additions/alterations to antennas, radios, and other ancillary communications equipment at 292 Summit Spring Road, with an estimated construction cost of \$15,000.
 - Poland Landco, LLC (Camp North Star) submitted a permit application to install four new bunkhouses at 200 Verrill Road.

COMMUNICATIONS

Resignation of Chair Jennifer Letourneau

- Member Chrissy Kimball makes a motion to accept the resignation of Jennifer Letourneau, seconded by Member Stacey Bsullak. Jennifer is thanked for her service to the CEDC.
- VOTE YES - 5 NO - 0

OLD BUSINESS

Budget

- The budget has been accepted by the Selectboard with minor changes.

OLD BUSINESS

Explore + Discover Guide

- An ad for the Explore + Discover Guide Was voted on at the last meeting but since we did not have a quorum, it was not an official vote. Vice-Chair Cyndi Robbins informs the Committee that they gave us another month and we will still get the discount.

- Member Chrissy Kimball makes a motion to accept a half-page ad, seconded by Member Stacey Bsullak. Cyndi will send everyone last year's ad for comment.
VOTE YES - 5 NO - 0

Downtown Design Standards

- Member Sheila Foley comments that it was nice having a member of the Planning Board attend the last meeting. She also notes that the Planning Board did discuss the downtown design standards briefly at their first meeting in January. The Planning Board is interested in meeting to discuss the design standards and possible amendments, they just want to wait until after town meeting.
- Sheila would really like Selectboard Member Nate McNally to attend that meeting, and he will, as long as he is available.
- Vice-Chair Cyndi Robbins reminds the Committee that there are only so many years left of the TIF, and when it expires the CEDC may as well. It is important to show the town the value of the Committee now.
- Cyndi will send the Planning Board three possible meeting dates after town meeting.

NEW BUSINESS

Winterfest

- Member Sheila Foley reminds the Committee that the activities will start at 3 PM. Right now the weather looks great.
- Vice-Chair Cyndi Robbins includes that the PTA, Project Grad, Santa Comes to Poland, and the Football Boosters will be there.
- Member Norm Davis makes a motion to spend up to \$500 for Winterfest to include, but not limited to, signage and the outhouse, seconded by Member Sheila Foley. No discussion.
VOTE YES - 5 NO - 0

Website

- The website is discussed.
- The business directory needs to be moved to the visitpoland.me website. Currently, it takes you to the Town Office website.
- Each business needs a written description.
- Vice-Chair Cyndi Robbins suggests a workshop for the website after Winterfest.
- It is also decided that the Committee will pay Recording Secretary Alex Sirois for work on the website that exceeds what is considered normal admin duties.
- Member Chrissy Kimball makes a motion to pay Alex up to \$1,000, for work on the visitpoland.me website, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

CEDC Goals

- Vice-Chair Cyndi Robbins thinks the CEDC needs a mission statement and clear goals.
- Some of the goals discussed include:
 - Establishing a downtown feel
 - Attract new businesses and develop new business checklists/mentors
 - New business grand opening events
 - Promote current businesses
 - Continue business after hours
 - Street lighting
 - Creating/promoting community-oriented events and activities

Spring 2022 Business After Hours

- The Committee discusses hosting a spring business after-hours event.
- May & June are considered.
- A location is discussed and since Fairlawn is under new ownership and is being renovated they might want to host.
- Vice-Chair Cyndi Robbins will reach out to them and Summit Springs to see if either has any interest in hosting the event.

Spring 2022 Triathlon

- Member Sheila Foley has had discussions with Scott Segal about putting together a family triathlon.
 - Vice-Chair Cyndi Robbins includes that this was considered a number of years ago and the Committee discovered it was more complicated than they expected.
 - Sheila knows someone that has experience putting races together and thinks they might be able to help. She will reach out to the State Park to see if they would be open to hosting.

OTHER BUSINESS

- Vice-Chair Cyndi Robbins updates the Committee on the Heritage Day 2022 plans. Friday will include fireworks, events all day Saturday, and the 5k on Sunday.
- The CEDC would like an ongoing items list added to the bottom of the agenda, similar to the Selectboard.
- The business registration fee is briefly discussed.
 - Vice-Chair Cyndi Robbins will send a letter to the Selectboard asking them to remove the fee.
- Vice-Chair Cyndi Robbins asks Nate McNally how the CEDC can better stay informed of upcoming town business.
 - He will continue to update the Committee of topics under discussion by the Selectboard, as they come in.

- He updates the Committee on the status of the sewer project. It is going well and is under budget.
 - Cyndi would like to see a plan for the TIF drawdown.
- Member Norm Davis believes the Committee should focus specifically on what type of business we want to attract for the downtown.
 - The Committee would like to put together a list of available properties in town that could serve commercial use.
 - Member Chrissy Kimball can get that info.
- Visitor Mike Ellis is wondering if there is any way the town could slow the speed limit in the downtown.
 - Selectboard Member Nate McNally informs him that it is very difficult to get DOT to reduce a speed limit.
 - Member Sheila Foley did discuss grants for sidewalks, and crosswalks, with Scott Segal. This might help.

ADJOURNMENT

The meeting adjourns at 8:09 pm.

Recorded by: ALS

Accepted on: March 3, 2022.