

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, OCTOBER 7, 2021**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**MEETING MATERIALS**

**Community & Economic Development Committee  
Thursday, October 7, 2021  
6:30 PM - Poland Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

September 9, 2021

**RECOGNITION OF VISITORS**

**REPORTS**

August Financial Report  
September Financial Report  
Planning and Development Report

**COMMUNICATIONS**

Resignation of Member Jessica Wilson

**OLD BUSINESS**

Recap of Committee Workshop held on September 27, 2021  
Downtown Design Standards  
Website Update

**NEW BUSINESS**

Contracted Planner Discussion  
December Meeting

**OTHER BUSINESS**

**ADJOURNMENT**

# MINUTES

**Community & Economic Development Committee**  
**Thursday, September 9, 2021**  
**Public Zoom Meeting - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for September 9, 2021, was called to order at 6:31 pm, by Vice-Chair Cyndi Robbins. The Vice-Chair, as well as members, Sheila Foley, Norm Davis, Raymond Cloutier, and Stacey Bsullak, are present. Chair Jennifer Letourneau, Member Jessica Wilson, and Alternate Member William Eldridge are absent.

**Public Attendance:** Recording Secretary Alex Sirois and Amy Segal from Sebago Technics are also present.

**MINUTES**

August 5, 2021

- Member Norm Davis makes a motion to accept the minutes for August 5, 2021, as presented, seconded by Member Stacey Bsullak. No discussion.

VOTE:            YES - 5            NO - 0

**RECOGNITION OF VISITORS**

**REPORTS**

Financial Report

- No one is sure what the \$500 payment for “banners” is.
- It is decided the committee will need more information on what this expense was for. They will still approve the payroll expense.
- Member Sheila Foley makes a motion to accept the financial report, excepting the banners expense, seconded by Member Norm Davis. No discussion.

VOTE:            YES - 5            NO - 0

Planning and Development Report

- The following new business registration was received by the Planning and Development Office since the last meeting.
  - Hamlin Insurance Agency, an insurance agency located at 1484 Maine Street, Suite 3.
- The Planning Board did not approve any commercial projects since the last meeting.
- No commercial building permits were issued by the Code Enforcement Office since the last meeting.

## **COMMUNICATIONS**

Walt Evans Decorators Invoice 8/16/2021

Grassroots Graphics Invoice 8/18/2021

- Member Sheila Foley informs the Committee that she still has these signs and they are available to be used for heritage day.
- Member Raymond Cloutier makes a motion to approve the bills, seconded by Member Norm Davis. No discussion.

VOTE:            YES - 5                            NO - 0

## **OLD BUSINESS**

Downtown Design Standards

- Recording Secretary Alex Sirois talked with the Planning Board Recording Secretary Sarah Merrill and the Chair of the Planning Board would like the CEDC to come to their meeting on September 28th.
- Vice-Chair Cyndi Robbins is unable to make that meeting.
  - Member Raymond Cloutier thinks it would be best to reschedule so that everyone can be there.
- The second Planning Board meeting in October will be on the 26th. It sounds like that will work better for everyone. This will also give the Committee one more meeting to prepare.
  - This would likely be a large meeting. We may need to relocate the meeting to the Town Hall.
  - Amy Segal suggests inviting Jim Seymour from Sebago Technics. He is an engineer who occasionally reviews applications for the Planning Board. He could also come to the CEDC meeting in October to give his perspective prior to the Planning Board meeting.
    - Cyndi agrees that this is a good idea.
    - Raymond agrees that having him come sooner than later is a good idea. He has talked with Scott about bringing in a Planner to assist Scott in the office. He is curious if the CEDC can possibly help pay for this since it would be beneficial to the entire Town.
    - Cyndi thinks that could work but we would need to know the status of the TIF and what the plan would be in five years when the TIF is gone.
- Cyndi would like to make the Town more business-friendly. She feels that signage is a problem and is too restrictive.
- Amy Segal briefly reviews both Gray and Raymond's Downtown Design Standards/Guidelines.
- For the next meeting, Amy can set up a form with categories so that Members can list what they envision for changes with priorities.
- The Committee feels a special ad hoc meeting is going to be necessary in order to complete this before the joint workshop. It is decided that a meeting will be held at 5:30

on September 27th. The meeting will either be in the Town Office Conference Room or Mel's Hilltop.

#### Bicentennial Parade

- Member Sheila Foley updates the Committee on the success of the parade. The Town had a float that represented Poland and less than \$800 was used.

#### Website

- Recording Secretary Alex Sirois updates the Committee on the status of the website. The new CEDC website is finally working using the new domain. Currently, you get a security certificate error when you go to the domain, but this should be fairly easy to resolve.
- The Committee does have a number of things that they would like changed and is generally not impressed with the outcome.
- Member Sheila Foley was under the impression that the business database would be a little more impressive and was supposed to include a thumbnail and brief description, for example.
- Member Stacey Bsullak points out that some businesses that have paid their registration fee are missing from the database, for example, hers.
- Alex will continue to work on this project and update the Committee.

#### **NEW BUSINESS**

##### Bylaws

- The Town Office has requested an annual review of the Bylaws by the CEDC.
- Member Norm Davis suggests removing the Treasurer position since the Committee collectively reviews the financials.
- The Committee agrees this should be amended.

#### **OTHER BUSINESS**

- The Committee is curious if Krissy Kimball has been appointed as an alternate.
  - Recording Secretary Alex Sirois will check on this.
- Vice-Chair Cyndi Robbins is also curious if Bill Eldridge is on the Committee.
  - Alex believes he is.
  - The Committee believes it is time to take his resignation since he has not made a single meeting for over a year. Alex will send him a thank you letter for his service to the Town.
- Heritage Day is coming up this month. Something should be posted on Facebook.
- Someone on the South Side of Town has requested more banners there.

#### **ADJOURNMENT**

The meeting adjourns at 8:07 pm.

Recorded by: ALS

Accepted on: October 7, 2021.

# REPORTS



**Expense Detail Report**  
 Department(s): E 401-01-5650 - E 401-01-5650  
 August

Account-----			Current		Unexpended	
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	4,413.60	0.00	52,086.40
<b>01 - PSB TIF 2</b>			<b>56,500.00</b>	<b>4,413.60</b>	<b>0.00</b>	<b>52,086.40</b>
5650 - CEDC EXPENSE			56,500.00	4,413.60	0.00	52,086.40
08/17/21	A 0073	BANNERS		500.00	0.00	
08/26/21	P 0097	08/26/21 Payroll (Dist)		440.17	0.00	
<b>August</b>			<b>0.00</b>	<b>940.17</b>	<b>0.00</b>	<b>51,146.23</b>
<b>Expense.....</b>			<b>56,500.00</b>	<b>5,353.77</b>	<b>0.00</b>	<b>51,146.23</b>
<b>Division....</b>			<b>56,500.00</b>	<b>5,353.77</b>	<b>0.00</b>	<b>51,146.23</b>
<b>Department..</b>			<b>56,500.00</b>	<b>5,353.77</b>	<b>0.00</b>	<b>51,146.23</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>5,353.77</b>	<b>0.00</b>	<b>51,146.23</b>

## Expense Detail Report

Department(s): E 401-01-5650 - E 401-01-5650  
September

Account-----			Current		Unexpended	
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	5,353.77	0.00	51,146.23
<b>01 - PSB TIF 2</b>			<b>56,500.00</b>	<b>5,353.77</b>	<b>0.00</b>	<b>51,146.23</b>
5650 - CEDC EXPENSE			56,500.00	5,353.77	0.00	51,146.23
09/07/21	A 0118	REIMBURSEMENT		278.52	0.00	
09/07/21	A 0118	REIMBURSEMENT		170.94	0.00	
09/23/21	P 0153	09/23/21 Payroll (Dist)		440.17	0.00	
<b>September</b>			<b>0.00</b>	<b>889.63</b>	<b>0.00</b>	<b>50,256.60</b>
<b>Expense.....</b>			<b>56,500.00</b>	<b>6,243.40</b>	<b>0.00</b>	<b>50,256.60</b>
<b>Division....</b>			<b>56,500.00</b>	<b>6,243.40</b>	<b>0.00</b>	<b>50,256.60</b>
<b>Department..</b>			<b>56,500.00</b>	<b>6,243.40</b>	<b>0.00</b>	<b>50,256.60</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>6,243.40</b>	<b>0.00</b>	<b>50,256.60</b>





**TOWN OF POLAND, MAINE  
COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**

October 4, 2021

Re: **September Planning and Development Report**

Dear Committee Members,

**The following new business registration was received by the Planning and Development Office since the last meeting:**

1. Page Well Drilling, a well driller located at 76 Page Road.

**The Following Site Plan Applications were approved by the Planning Board since the last meeting:**

1. Joseph Cimino received approval to build a new 32' x 48' maintenance building at 481 Maine Street.
2. J.M. Morin Earthworks received approval to expand the material storage area for their existing aggregate materials sales business at 112 Mechanic Falls Road.

**The following commercial building permits were issued by the Code Enforcement Office since the last meeting:**

1. Joseph Cimino received approval to build a new 32' x 48' maintenance building at 481 Maine Street, with a cost of work totaling \$15,000.

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine

# COMMUNICATIONS

**Re: Special Meeting - September 27, 2021**

Jessica Wilson <jess.l.wilson@hotmail.com>

Mon 9/27/2021 11:33 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Unfortunately, I need to resign from the committee immediately. We have received unexpected medical news affecting our family and I am unable to commit time for the foreseeable future.

Thank you,  
Jessica

**NEW BUSINESS**

RE: [Poland ME] Planning (Sent by Cyndi Robbins, crobbins@fairpoint.net)

Matt Garside <mgarside@polandtownoffice.org>

Mon 10/4/2021 9:02 AM

To: Cyndi Robbins <psicyndi@gmail.com>; Scott Neal <sneal@polandtownoffice.org>

Cc: Sheila Foley <sheila.boese@gmail.com>; stacey bsullak <gatheringwindsfarm@gmail.com>; Norm Davis <normdavis@aol.com>; Ray Cloutier <rwclou@gmail.com>; Jennifer Letourneau <jenniferletourneau8@gmail.com>; Alex Sirois <alex@prospect-digital.com>; chrissy kimball <chrissy78910@gmail.com>; Matt Garside <mgarside@polandtownoffice.org>

Hi Cyndi,

The plan is to have the consultant work one morning per week, likely Thursday for three hours. He will also be attending Planning Board meetings. The rate is \$95/hour.

That works out to be \$1,520 per month and \$18,240 per year.

Matt

Matthew Garside  
Poland Town Manager  
998-4601  
mgarside@polandtownoffice.org

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**From:** Cyndi Robbins <psicyndi@gmail.com>

**Sent:** Friday, October 1, 2021 2:52 PM

**To:** Matt Garside <mgarside@polandtownoffice.org>; Scott Neal <sneal@polandtownoffice.org>

**Cc:** Sheila Foley <sheila.boese@gmail.com>; stacey bsullak <gatheringwindsfarm@gmail.com>; Norm Davis <normdavis@aol.com>; Ray Cloutier <rwclou@gmail.com>; Jennifer Letourneau <jenniferletourneau8@gmail.com>; Alex Sirois <alex@prospect-digital.com>; chrissy kimball <chrissy78910@gmail.com>

**Subject:** Re: [Poland ME] Planning (Sent by Cyndi Robbins, crobbins@fairpoint.net)

Hi Matt and Scott,

We are being asked to use approximately half our budget to pay a person or person to work on the towns behalf. I'm a bit confused why asking for a written document to describe the scope of work is so hard to accomplished. Thank you for any assistance.

Cyndi Robbins  
[psicyndi@gmail.com](mailto:psicyndi@gmail.com)

On Sep 29, 2021, at 2:46 PM, Matt Garside <[mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org)> wrote:

Hi Cyndi,

I plan to attend the October meeting next Thursday. I will speak about the planner then.

Matt

Matthew Garside



Poland Town Manager

998-4601

[mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org)

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**From:** Contact form at Poland ME <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)>

**Sent:** Wednesday, September 29, 2021 12:53 PM

**To:** Scott Neal <[sneal@polandtownoffice.org](mailto:sneal@polandtownoffice.org)>

**Subject:** [Poland ME] Planning (Sent by Cyndi Robbins, [crobbins@fairpoint.net](mailto:crobbins@fairpoint.net))

Hello sneal,

Cyndi Robbins ([crobbins@fairpoint.net](mailto:crobbins@fairpoint.net)) has sent you a message via your contact form (<https://www.polandtownoffice.org/user/653/contact>) at Poland ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.polandtownoffice.org/user/653/edit>.

Message:

Hi Scott,

Monday night we had a workshop for CDEC re design standards, and the idea of the planning person came up. They were in favor however they would like something in writing from Sebago tech. Thoughts would be job description of what they would do for the town and potential applicants. The amount of time they would devote to the town. The cost. Can you get that for us for next meeting which is next Thursday.

Thank you so much!

Cyndi





December 2, 2021

Sarah Merrill <planningadmin@polandtownoffice.org>

Tue 10/5/2021 11:00 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Hello,

I wanted to reach out ahead of time to let you know that there is a scheduled town event in the conference room on December 2, 2021. I realize this is a CEDC meeting night and want to give you folks plenty of time to reschedule or choose a different venue.

Thanks,  
Sarah

Sarah Merrill  
Code Enforcement Office  
Town of Poland  
[planningadmin@polandtownoffice.org](mailto:planningadmin@polandtownoffice.org)  
(207) 998-4604