

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, NOVEMBER 3, 2022
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, November 3, 2022
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

October 6, 2022

RECOGNITION OF VISITORS

REPORTS

Financial Report

Planning and Development Report

COMMUNICATIONS

Consultants Outline Ideas For Revitalizing Downtown

OLD BUSINESS

Business After Hours

CLUC Amendment Update

Christmas In Poland

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses

Triathlon (delayed until the January meeting)

Town Sign Landscaping (delayed until the January meeting)

Banner Replacement

MINUTES

Community & Economic Development Committee Thursday, October 6, 2022

6:30 PM - Town Office Conference Room

Minutes

CALL TO ORDER

The Poland CEDC meeting for September 1, 2022, was called to order at 6:36 pm, by Chair Cyndi Robbins. Vice Chair Sheila Foley and members Chrissy Kimball, Stacey Bsullak, Norm Davis, and Mike Ellis are present.

Public Attendance: Selectboard Member Nate McNally

MINUTES

Member Norm Davis makes a motion to accept the minutes for September 1, 2022, as presented, seconded by Member Mike Ellis. No discussion.

VOTE YES - 6 NO - 0

REPORTS

Member Chrissy Kimball makes a motion to accept the Financial Report for August and September 2022 as presented, seconded by Member Mike Ellis. VOTE YES - 6 NO - 0

Discussion:

The Heritage day bill has been submitted to the town office by Poland Spring Resort but has not been paid yet.

The Pickin' in the Orchard bill has been submitted to the town office by Gathering Winds Farm but has not been paid yet

Planning and Development Report

Jim Seymore was approved for \$9,000 to review the updated Planning Guidelines and given December 1st as the date to have report/recommendations back to us in order for this to go on the town agenda.

New Medical Marijuana business on Rt 26 next to Hi-Lo Dispensary and Top Gun has been approved.

The Code Enforcement Office received no commercial building permits since the last meeting.

OLD BUSINESS

Business After Hours (BAH) will be at Cyndi's Dockside November 11th from 5-7. We will announce Business of the Year (The Dirt Store). Discussed getting a painted sign of Poland or yard sign for the business to display. Postcards will be sent the week prior. Would like to have a website demo and discuss having a Poland Business tree at the Christmas in Poland Festival of Trees. Also will announce that the annual fee for town businesses will go away. BAH will be a way to promote what CEDC can do for them and work on strengthening relationships.

NEW BUSINESS

Heritage Day Recap- Chair Cyndi Robbins reported on the event- great turn out but low volunteers. Would like to change the event to one day and really work on groups of volunteers to help. Has started on planning for next year with a committee working on including surrounding towns further to promote the area. Will most likely have Heritage day be just one day instead of 3. CEDC had given \$5000 to help with the event. Money was spent on entertainment, food vendors, parking volunteers, and advertising.

Pickin' In The Orchard Recap- Member Stacey Bsullack reported on the event. They had excellent turn out and weather with vendors and food trucks. People outside of the state came to the event. CEDC had given \$1500 to help with the event. Money was spent to help with advertising.

2023 Winter Festival Organization- Vice Chair Sheila Foley has reached out to the community for those wishing to help. Date will be Saturday February 11, alternate date February 12, 2023. Will schedule a meeting to be held in November to start planning, the meetings on a monthly basis until closer to the event. This will be a community led event and CEDC will help sponsor, but not driven by CEDC.

OTHER BUSINESS

Selectman Nate McNally addressed that the Range Pond Association is concerned about access to Range Pond and lake traffic. There will be a planning meeting November 29th to further discuss this and he would like us to know for more public involvement.

Christmas in Poland- organizers have come to us for financial support. Vice Chair Sheila Foley has been in contact with Stephanie Diffen of the planning committee. We discussed our role in supporting this- event includes other towns and promoting local businesses which supports our mission. Will need to determine what this will be used for and how much, but do agree to support.

Not discussed

ADJOURNMENT

Vice Chair Sheila Foley makes a motion to adjourn the meeting, seconded by Member Chrissy Kimball. All in favor. Meeting adjourns at 8:00 pm.

REPORTS

Expense Detail Report

Department(s): E 400-07-6000-60 - E 400-07-6000-60
October

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	3,622.65	0.00	52,877.35
07 - TIF 2				56,500.00	3,622.65	0.00	52,877.35
6000 - TIFS				56,500.00	3,622.65	0.00	52,877.35
60 - CEDC				56,500.00	3,622.65	0.00	52,877.35
10/11/22	G 0289	FY2023 QTR #1 P/R TAXES			104.65	0.00	
10/11/22	G 0289	FY2023 QTR #1 W/C			29.00	0.00	
10/27/22	P 0327	10/27/22 Payroll (Dist)			463.94	0.00	
10/26/22	G 0329	COR SEBAGO TECH INVOICE			250.00	0.00	
		October		0.00	847.59	0.00	52,029.76
		Object.....		56,500.00	4,470.24	0.00	52,029.76
		Expense.....		56,500.00	4,470.24	0.00	52,029.76
		Division....		56,500.00	4,470.24	0.00	52,029.76
		Department..		56,500.00	4,470.24	0.00	52,029.76
Final Totals				56,500.00	4,470.24	0.00	52,029.76



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

November 1, 2022

Re: **October Planning and Development Report**

Dear Committee Members,

No new business registrations were received by the Planning and Development Office since the last meeting.

The following Applications were approved by the Planning Board since the last meeting:

1. Amanda Abelmann received Site Plan Approval to change the use of an existing commercial building to a medical marijuana retail storefront, at 457 Maine Street.

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

1. Crown Castle submitted a permit to install new radio cabinets, a generator, and a new electrical service, at 71 North Raymond Road. Project cost of \$90,000.
2. Blue Triton Brands submitted a permit to install a new retaining wall and dockyard area at 109 Poland Spring Drive. Project cost of \$2,872,000.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS

Good article in Sun Journal

Sheila Foley <sheila.boese@gmail.com>

Mon 10/17/2022 6:24 AM

To: normdavis <normdavis@aol.com>; Cynthia Robbins <crobbins@fairpoint.net>; Mike Ellis <mikeellis1216@gmail.com>; Nate McNally <nmcnally@polandtownoffice.org>; Poland CEDC <PolandCEDC@polandtownoffice.org>; Chrissy Kimball <realtorchrissyk@gmail.com>; stacey bsullak <gatheringwindsfarm@gmail.com>; Matt Garside <mgarside@polandtownoffice.org>; Poland CEDC <PolandCEDC@polandtownoffice.org>

I love this article and ideas- it goes well with how we laid out goals early last spring. Thinking we can discuss again at the next meeting? Be well everyone!

Consultants outline ideas for revitalizing downtown

https://edition.pagesuite.com/popovers/dynamic_article_popover.aspx?artguid=fcf3438f-f88f-4ac2-a27d-30569044be8b&appid=3537

Best-

Sheila Foley

Attwood Farm & Kitchen

207-402-7123

277 Poland Corner Rd, Poland ME 04274

www.attwoodfarmofmaine.com



City officials are still deciding what to do with the former Second Street Fire Station in downtown Hallowell. The building's basement now houses the Hallowell Food Pantry, and the first floor bays, formerly used for fire trucks, are used for storage.

Consultants outline ideas for revitalizing downtown

By Chris Bouchard KENNEBEC JOURNAL

HALLOWELL — City officials have their work cut out for them after hearing from consultants with the Maine Downtown Center, an organization that recently selected Hallowell as one of two municipalities to receive \$15,000 to help with downtown revitalization.

Ben Levenger, a principal and managing member of Downtown Redevelopment Services, presented the Hallowell City Council last Tuesday with the center's findings, which are the culmination of surveys and many meetings with residents, business owners and other stakeholders.

Possible improvements include enhancing Front Street, renovating the soon-to-be-vacated Harlow Gallery into a community space and creating an urban renewal authority.

City Manager Gary Lamb said while nothing is set in stone, the City Council is expected to continue discussing how to implement the center's findings.

He said city officials are also expected to discuss the revitalization effort, among other municipal issues, during a fall workshop scheduled for Nov. 2.

Levenger's presentation was broken down into five sections: built environment, or the physical space of the downtown area; community character; real estate development; community capacity; and streetscape enhancements.

He said while parking is not a problem now, it could become an issue as the city continues to grow. He suggested conducting a parking warrant analysis and renovating the Perleys Lane alleyway at 161 Water St. "If you want people to not park on the street, you have to make it warm and inviting to go from the back parking lots onto Main Street and vice versa," he said, adding that \$500 worth of string lights and a few benches and tables for outdoor dining could dramatically transform the alley.

City Councilor Patrick Wynne said he did not expect more accessible parking would be added to the presentation, and asked where the idea originated.

Levenger said the city does not have accessible or handicap-accessible parking in the downtown area, adding the “public came out in force” to say the area is in desperate need of parking for those who have handicaps or are disabled.

For community character, Levenger’s recommended creating and implementing a downtown brand, holding more local music events, celebrating cultural heritage, offering local history tours and creating an arts and culture district.

For real estate development, Levenger strongly suggested creating an Urban Renewal Authority, or URA, which is allowed under Title 30, Chapter 203 of the state code, and could allow the city to explore long-term financing for large projects.

“It’s going to require a little more research and understanding, making sure there’s no conflicts if you have a TIF (tax increment financing) district already,” Levenger said, “but it’s just a mechanism you could look at that could be a fell swoop to enact most of these projects at one time.”

Lamb said after Tuesday’s meeting it was unclear if creating a URA would create conflicts with the city’s TIF districts, and he planned to check with the city’s lawyer before doing so.

Levenger also suggested increasing the number of volunteers in the city.

“You have wonderful volunteers,” Levenger said. “We met many of them. However, you need to expand those volunteer pools, because we saw the same 20 people throughout our entire visit, and many of them are sitting in (City Hall) right now. So if there’s something that can be done to expand your volunteerism, that would be a great help to the community.”

Concerning streetscape enhancements, Levenger suggested improvements to Front Street, which runs parallel to Water Street in downtown Hallowell. He said such changes would provide more places for people to park, and an alternate route through the city for pedestrians and cyclists, while improving waterfront access and creating more attraction for residents and visitors.

He suggested tackling the project in two phases, with the first going from Granite City Park to where Front Street meets Wharf Street, and the second going from Wharf Street to Academy Street. Levenger said this approach would be a way to test the project’s benefits and the community’s return on investment.

Concerning Hallowell’s historic fire station, which was built in 1828 and now houses the city’s food pantry, Levenger said the city could apply for a 20% tax credit through the National Register of Historic Places and a 25% credit through Maine State Historic Rehabilitation. Each of these credits could come with stipulations, and Levenger urged officials keep this in mind if they decide to apply for the credits.

Levenger’s final suggestion was to consider converting the Harlow Gallery at 100 Water St. into a community gathering space because it is a landmark building in the downtown corridor and soon to be vacated.

“It’s a facility that could be a fantastic community center right in the heart of downtown,” he said.

OLD BUSINESS

RE: CLUC Amendment

Scott Neal <sneal@polandtownoffice.org>

Wed 11/2/2022 12:28 PM

To: PolandCEDC <PolandCEDC@polandtownoffice.org>

Alex,

I'm not expecting anything from Jim until the end of the month.

Scott Neal
Code Enforcement Officer
Town of Poland
sneal@polandtownoffice.org
(207) 998-4604

From: Poland CEDC <PolandCEDC@polandtownoffice.org>

Sent: Tuesday, November 1, 2022 10:00 PM

To: Scott Neal <sneal@polandtownoffice.org>

Cc: Sarah Merrill <planningadmin@polandtownoffice.org>

Subject: CLUC Amendment

Hey Scott,

Just wondering if you have received anything from Jim Seymour on the Downtown Design Standards amendment. Just want to be prepared with an answer if the CEDC asks me on Thursday.

--

Alex Sirois
Administrative Assistant
Poland Community & Economic
Development Committee
(207) 344-7238