

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, NOVEMBER 4, 2021
6:30 PM - TOWN OFFICE CONFERENCE ROOM**

MEETING MATERIALS

Community & Economic Development Committee
Thursday, November 4, 2021
6:30 PM - Poland Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

October 7, 2021

RECOGNITION OF VISITORS

REPORTS

Financial Report

Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

Downtown Design Standards

December Meeting

NEW BUSINESS

Budget

Bylaws

OTHER BUSINESS

ADJOURNMENT

MINUTES

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

MINUTES

CALL TO ORDER

The Poland CEDC meeting for October 7, 2021, was called to order at 6:30 pm, by Committee Chair Jennifer Letourneau. The Chair, as well as members Cyndi Robbins, Norm Davis, Ray Cloutier, and Sheila Foley, are present. Pending Member Chrissy Kimball was also present. Member Stacey Bsullack was absent with notice.

RECOGNITION OF VISITORS

Town Manager Matt Garside, Selectboard member Nate McNally, and Amy Segal of Sebago Technics were also present.

MINUTES

September 9, 2021

Vice-Chair Cyndi Robbins makes a motion to accept the minutes for September 9, 2021, as presented, seconded by Member Norm Davis.

VOTE: YES - 5 NO - 0

REPORTS

Financial Report

August and September financial reports were reviewed to include the expenditure of signs for the Bicentennial Parade and normal the normal admin payroll expense last month Member Cyndi makes a motion to accept the financial report, as presented, seconded by Member Sheila Foley. No discussion.

VOTE: YES - 5 NO - 0

Planning and Development Report

The current Design Standards were reviewed on September 27, 2021 by members of the CEDC. Revisions were made and Sheila Foley made changes to the current standards which were sent to CEDC members for review. Cyndi Robbins, Ray Cloutier, Scott Neal, and Matt Garside met and discussed hiring Sebago Technics to help with downtown design, but Matt determined that they could not be paid by TIF funds. We also discussed hiring a commercial real estate agent to help those with property determine a market price for projects to enhance new business opportunities.

COMMUNICATIONS

Resignation of member Jessica Wilson, accept Chrissy Kimball for position. Chrissy will be on the Selectboard meeting October 25 for final appointment and then will swear in with the town office.

Vice-Chair Cyndi Robbins makes a motion to accept the resignation and accept Chrissy Kimball as presented, seconded by Member Sheila Foley. No discussion.

VOTE: YES - 5 NO - 0

OLD BUSINESS

Recap of Committee Workshop held on September 27, 2021

Members Cyndi Robbins, Ray Cloutier, Norm Davis, Stacey Bsullack, Sheila Foley, guests Alex Sirois and projected member Chrissy Kimball were in attendance for this meeting at Mel's Hilltop. Changes were discussed with Sheila Foley agreeing to make changes to the document and share with the group. Most suggestions included relaxing the wording from standards to guidelines and allowing the planning

board to approve standards that make sense rather than have the code office be the determination for design alterations. The goal of this is to make sure there is a certain appearance upheld, but allows for some creativity that will still enhance the town. This will be going to the planning board for their review and will be discussed at the scheduled October 26, 2021 Planning Board meeting. All members and Amy Segal were going to review the document again to see if any additional changes were to be made. The addition of photos were also encouraged. All CEDC members were encouraged to attend and Amy Segal will attend that meeting and give a short presentation to the planning board.

CEDC Website Update

At the time of the meeting, the site is up and running but no changes have been made to improve the business directory and functionality of the page.

NEW BUSINESS

Contracted Planner Discussion- Cyndi Robbins requested looking into paying a commercial planner to help develop Poland, however Matt Garside said that he and Nikki Pratt have determined that this could not be paid for through CEDC or TIF funds. Matt Garside said the town will receive \$598,000 for ARP which is Federal COVID relief funds. Nate McNally stated that he is interested in hearing ideas from the community on where this can be used and welcomes us to forward thoughts to the Selectman for review.

OTHER

Heritage Days-

Cyndi Robbins felt the weekend was a success and happy with the involvement. They are planning on moving this to the fall annually and we discussed more advertising involvement from the town for this in the future.

Oxford Chamber of Commerce Christmas Parade-

Cyndi Robbins received an invitation for Poland to have a float for the Christmas Parade. Poland Spring Preservation Society will be sponsoring the float with a Togo theme. Sheila Foley agreed to help with this event. There will be a subcommittee meeting later this month to discuss this float and the town involvement. Cyndi did not feel she needed any financial support for this float.

ADJOURNMENT

Member Sheila Foley makes a motion to adjourn the meeting, seconded by Member Ray Cloutier.

VOTE: YES - 5 NO - 0

The meeting adjourned at 7:45 pm.

Recorded by: SMF

REPORTS

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

Account-----			Current		Unexpended	
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	6,243.40	0.00	50,256.60
01 - PSB TIF 2			56,500.00	6,243.40	0.00	50,256.60
5650 - CEDC EXPENSE			56,500.00	6,243.40	0.00	50,256.60
10/19/21	A 0206	PROF. SERV.		1,234.25	0.00	
10/28/21	P 0230	10/28/21 Payroll (Dist)		440.17	0.00	
		October	0.00	1,674.42	0.00	48,582.18
		Expense.....	56,500.00	7,917.82	0.00	48,582.18
		Division....	56,500.00	7,917.82	0.00	48,582.18
		Department..	56,500.00	7,917.82	0.00	48,582.18
Final Totals			56,500.00	7,917.82	0.00	48,582.18



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

November 1, 2021

Re: **September Planning and Development Report**

Dear Committee Members,

No new businesses were registered by the Planning and Development Office since the last meeting.

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

1. Dollar General received approval to build a new retail store at 1484 Maine Street.
2. Blue Triton Brands received approval to expand a loading dock structure at 109 Poland Spring Drive.
3. Image Inc. received approval to expand the existing mini-golf course at 547 Maine Street.

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

1. Dollar General received approval to build a new 10,640 square foot general store at 1484 Maine Street, with a cost of work totaling \$625,000.
2. Crown Castle received approval to build a new generator pad/generator at 71 North Raymond Road, with a cost of work totaling \$5,000.00.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

OLD BUSINESS

~~RE: October 26th PB meeting~~

Sarah Merrill <planningadmin@polandtownoffice.org>

Wed 11/3/2021 9:28 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Hello,

Yes, CEDC is on the agenda for November 9th and they will be first. The meeting starts at 7:00 pm and we will be in the conference room.

Let me know if you have any other questions.

Have a good day,
Sarah

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

**COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE
PROPOSED AMENDMENTS TO THE DOWNTOWN DESIGN GUIDELINES AND -STANDARDS
COMPREHENSIVE LAND USE CODE SECTION 508.29**

508.29 Downtown District Design Standards - In addition to all other applicable provisions of this ordinance, the following design guidelines and standards shall apply in the Downtown District and in the Village 4 District² to the construction of new non-residential structures, the expansion of existing non-residential structures and the conversion of residential structures to non-residential use. Should these standards not work with the structure, you will have the opportunity to go to the planning board to determine if the construction agrees with the goal of the downtown vision.

- A. The following design guidelines and standards are applicable to all new and expanded non-residential structures and residential structures that are converted to non-residential use.
- 1. ROOF** Buildings with pitched roofs are strongly encouraged. Where pitched roofs are used, the minimal pitch should be 5/12 unless demonstrated that this is not feasible from an engineering or technical standpoint.
Pitched roofs with a minimum pitch of 5/12 shall be used for new construction or expansions of existing buildings that result in an increase of 100% or more in floor area. If the structure is too large to accommodate a pitched roof, the Planning Board shall allow use of roof treatments to provide the appearance of a pitched roof if the Board determines that such treatment fulfills the intent of this subsection to the maximum practical extent.
 - 2. COLORS** Building facade colors shall be non-reflective, subtle, neutral, or earth tone. The use of high intensity colors, metallic colors, fluorescent colors or black on facades is strongly discouraged. ~~shall be prohibited.~~ Building trim and architectural accent elements may feature colors or black, but such colors ~~should~~ shall be muted, not metallic, not fluorescent, and not specific to particular uses or tenants. ~~Standard corporate and trademark colors shall be permitted only on signage. Neon lighting or fixtures shall be limited to internal signage.~~
 - 3. BUILDING MATERIALS** Exterior building materials shall be of comparable aesthetic quality on all sides. Building materials such as glass, brick, tinted and decorative concrete block, wood, and exterior insulation and finish systems (EIFS) ~~should~~ shall be used. Decorative architectural metal with concealed fasteners or decorative tilt-up concrete panels may be approved if incorporated into the overall design of the building.

4. **ENTRANCES** Public entryways ~~should~~ **shall** be clearly defined and highly visible on the building's exterior design and shall be emphasized by on-site traffic flow patterns. ~~One~~ **Two (2) or more** of the following design features ~~should~~ **shall** be incorporated into all public entryways: canopies or porticos, overhangs, projections, arcades, peaked roof forms, arches, outdoor patios, display windows, ~~or~~ distinct architectural details.
 5. **ARCHITECTURE** The building's architecture ~~should~~ **shall** reflect traditional New England building forms such as pitched roofs, dormers and windows (rather than undifferentiated plate glass). ~~Any rear or side building facades or freestanding accessory structures, such as ATM's, gas pump canopies, sheds, etc., should compliment or match the materials, form, detailing, and color of the main building. shall be treated as architectural elements and meet the same design standards as the principal structures on the site.~~
 6. **DUMPSTERS** All trash collection areas that are not within an enclosed building or underground must be screened or recessed so that they are not visible from public streets, public sidewalks, internal pedestrian walkways, or adjacent residential properties and meet the minimum setback for accessory structures.
 7. **FENCING** Traditional vinyl or wood picket fencing is encouraged on the side closest to public streets and sidewalks. ~~Chain link or wire mesh fencing, including vinyl covered metal fencing, may not be used for security, access control or screening. However, chain link fencing, fence posts, rails, or mechanical features finished with a black vinyl coating, may be used for security, access control, or screening where installed behind the principle structure's rear façade. No portion of black vinyl coated fencing or mechanical features associated with the fence system may project closer to the street frontage than the line which is parallel to the buildings rear façade as measured from the principle main building corner. Small structural projections, porches, decks, and architectural projections shall not constitute the reference line of the rear façade.~~
 - ~~8.~~
 9. Loading docks must be screened from surrounding roads ~~and developed properties~~ by walls matching the building's exterior or fully opaque landscaping.
 10. Interconnections between adjacent properties ~~are highly encouraged~~ **shall be developed** where feasible to encourage pedestrian movement and reduce vehicular trips onto the roadway network.
- B. The following additional design ~~guidelines and~~ standards are applicable to retail sales establishments that exceed twenty-five hundred (2,500) sq. ft. of gross floor area, a non-residential development that exceeds ten thousand (10,000) sq. ft. of gross floor area, a non-residential development with a drive-thru facility or outdoor fuel sales, or a formula restaurant but does not include agricultural buildings, except those that are accessory to a retail or wholesale sales establishment, or commercial greenhouses and nurseries that are accessory to a retail or wholesale sales establishment.
1. Building facades that exceed seventy-five (75) feet in length ~~shall incorporate architectural features to break up the mass. This could include pilasters, windows, conices, porches, color or texture change,~~ **shall include a repeating pattern that includes no less than three (3) of the following elements: (i) color change, (ii) texture change, (iii) material module change, (iv) expression of architectural or structural bay through a change in plane no less than twenty four (24) inches in width, such as an offset, reveal or projecting rib. At least one of these elements shall repeat horizontally. All elements shall repeat at intervals of no more than thirty**

2. ~~(30) feet, either horizontally or vertically.~~
3. ~~Any rear or side building facade that is visible from a public street, residential neighborhood or property within a residential district shall be designed to complement the architectural treatment of the primary façade.~~
4. Ground floor facades that face public streets ~~should~~ **shall** have one or more of the following along no less than fifty percent (50%) of their horizontal length: arcades, display windows, entry areas, awnings, or other similar features. The integration of windows into building design is required and ~~should~~ **shall** be glass between three (3) to eight (8) feet above the walkway along any façades facing a public street. ~~if~~

~~large areas of plate glass are proposed, the Planning Board may require the applicant to demonstrate that glare from such glass will not create safety concerns for vehicle.~~

5. Ground floor facades of retail buildings that face public streets or contain the principal access to the building and which exceed one hundred and fifty (150) feet in length shall be designed to appear as a series of attached, individual storefronts even though the building itself may consist of a single retail occupancy.
6. Where additional stores will be located in the principal building, each additional store that exceeds twenty-five hundred (2,500) sq. ft. in floor area shall have at least one exterior customer entrance that shall conform to the above requirements.
7. All commercial uses shall provide safe, convenient and attractive parking. Lots shall be designed to serve the adjacent buildings, the site and the commercial corridor without becoming a dominant visual element. ~~Every effort shall be made to break up the scale of parking lots by reducing the total amount of paved surface visible from the road and subdivide the lots into smaller components.~~
- ~~8.~~
9. Parking lots ~~should~~ shall utilize the minimum amount of land necessary for day to day operations. Applicants ~~should~~ shall propose ways to achieve less lot coverage through shared parking, reserved landscaped areas, off-site parking and other techniques that are appropriate to the particular use.
10. ~~Parking lots shall be designed as inviting, pedestrian friendly places by careful attention to landscaping, lighting and walkways. With proper planning, parking lots can balance the needs of both the vehicle and the pedestrian.~~
11. **LANDSCAPING** The physical characteristics of each site and each plant should be carefully evaluated when making the final selection to ensure plantings will survive and thrive in the selected location. The materials used should have a combination to add visual interest to the landscape throughout the year. This should provide screening for less attractive parts of a sit, buffers between residential and commercial properties. ~~The development application shall include a site landscaping plan that presents the location and quantity of all project plantings and a planting schedule keyed to the site landscaping plan that lists the botanical and common names, size at planting and quantity of all project plantings. Landscaping shall be considered an integral component of the approved project. The applicant shall replace within sixty (60) days, or as seasonally required by the species, any landscaping that dies, is removed or otherwise requires replacement. Such replacement landscaping shall be equivalent in species and size to the original landscaping unless the applicant can demonstrate to the satisfaction of the Planning Board that site conditions require an alternative species of comparable size.~~
12. Where the building site abuts property with at least one residence, the Planning Board may require berms, plantings, fencing or other improvements, either singly or in combination, to provide effective visual separation between the proposed use and residences. Fencing is limited to wood or vinyl materials and must be used in combination with one or more other improvements approved by the Board.
13. The maximum height of freestanding lights shall be the same as the principal building but shall not exceed (20) feet. Lighting fixtures including poles shall be compatible with the design of the principal structure.

14. The applicant shall demonstrate to satisfaction of the Planning Board that the proposed lighting is appropriate for the intended use. The Planning Board shall consider the hours of operation, characteristics of the neighborhood and the specific activities proposed in making its determination. When the activity is not in use, non-security lighting shall be turned off unless there is a demonstrated need for illumination as determined by the Planning Board.

15. Lighting shall be located along streets, parking areas, at intersections and crosswalks and where various types of circulation systems merge, intersect or split. Pathways, sidewalks and trails shall be lighted with low or mushroom-type standards. Lighting shall also comply with the provisions of section 508.26.
16. Ground- and wall-mounted mechanical equipment, refuse containers and permitted outdoor storage must be fully concealed from on- and off-site ground level views with materials ~~identical~~ **complimenting** to those on building exterior.
17. Except for solar energy panels and support structures, rooftop equipment must be screened by parapets, upper stories or exterior walls from view from public streets within one thousand (1,000) feet (exempts rooftop solar energy panels from screening requirements so that solar access is not affected).

C. The following additional design standards are applicable to retail sales establishments that exceed ten thousand (10,000) sq. ft. of gross floor area.

1. Facilities for pedestrians and cyclists, such as sidewalks, crosswalks and similar amenities, shall be provided to encourage people who walk or ride to access the site.
2. Attractive, safe and functional walkways shall be provided between the public right-of-way and the main entrance of the proposed facility. Internal walkways ~~should shall~~ be designed to be inviting and welcoming to pedestrians.
 - a. Internal pedestrian walkways and crosswalks ~~should shall~~ be distinguished from driving surfaces to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.

D. The following additional standards are applicable to all new and expanded non-residential structures and uses and residential structures that are converted to non-residential use in the Village 4 District. The Planning Board may grant reductions or waivers to one or more of these additional standards if the Board finds that, based on clear and convincing evidence presented by the applicant, such standards are inapplicable or impractical due to specific site or environmental conditions.

1. Landscaping

- a. A minimum of thirty (30) percent of the building's total foundation, including a minimum of fifty (50) percent along the building's front façade, shall be planted with landscaping ~~consisting of one (1) one point five (1.5) inch caliper ornamental tree and four (4) shrubs per ten (10) linear feet of foundation. Preferred locations for such landscaping are near entrances and facades facing public streets.~~
- b. ~~Landscaping consisting of one (1) two point five (2.5) inch caliper street trees, two (2) four (4) foot high under story trees, or three (3) twelve (12) inch high evergreen or fifteen (15) inch high deciduous shrubs or ten (10) five (5) foot evergreen trees shall be planted every fifty (50) feet along and within a minimum thirty (30) foot wide green strip buffer adjacent to all public streets and along and within a minimum twenty (20) foot wide green strip buffer adjacent to all private streets and drives including parking lot connectors, circulation drives (including those adjacent to building) and loading areas. Notwithstanding the front setback requirements of section 5-107.2, parking may extend to within thirty~~

~~(30) feet of a public street and within twenty (20) feet of a private street if site is in compliance with the buffer requirements of this subsection.~~

c. The applicant shall submit a site landscaping plan that presents the location and quantity of all project plantings required by section 508.30.D. ~~The applicant shall also submit a planting schedule keyed to the site landscaping plan that lists the botanical and common names, size at planting and quantity of all project plantings.~~ Landscaping shall be considered an integral component of the approved project. The applicant shall replace within ~~60~~ thirty (30) days any landscaping that dies, is removed or otherwise requires replacement. ~~Such replacement landscaping shall be equivalent in species and size to the original landscaping unless the applicant can demonstrate to the satisfaction of the code enforcement officer that site conditions require an alternative species of comparable size.~~

¶

~~d.~~

2. Parking

a. Parking areas shall provide safe, convenient, and efficient access for vehicles and pedestrians. ~~They shall be distributed around large buildings in order to shorten the distance to other buildings and public sidewalks and to reduce the overall scale of the paved surface.~~

~~b.~~

c. Parking lots shall be sited and arranged so that there is an opportunity for interconnection with existing or future parking lots on one or more adjacent properties. It shall be the responsibility of the developer of each property to extend the parking lot connector to the property line.

d. The following provisions only apply to developments in which more than forty (40) percent of off-street parking is sited between the front façade of the principal building and the primary abutting streets.

i. ~~Parking lots over one hundred (100) spaces shall be segmented visually and functionally into distinct parking areas of no more than sixty (60) spaces by landscaped and curbed medians with a minimum curb to curb width of ten (10) feet. Curbed landscaped islands shall be sited at the end of each parking aisle and within parking aisles at intervals no greater than one island per every twenty (20) spaces. Islands at the ends of aisles shall be counted toward meeting this requirement. Each required landscaped island shall be a minimum of three hundred sixty (360) sf in landscaped area.~~

ii. ~~One (1) two point five (2.5) inch caliper canopy tree, one (1) four (4) foot high under story tree, and five (5) twelve (12) inch high evergreen or fifteen (15) inch high deciduous shrubs shall be planted within each parking lot island. All landscaped areas shall be a minimum ten (10) feet in width in their smallest dimension and tree wells shall be a minimum thirty six (36) square feet in area. All parking lot landscaping shall be included in the site landscaping plan as described in section 508.30.D.1.c.~~

e. ~~The following provisions only apply to developments in which twenty (20) to forty (40) percent of off-street parking is sited between the front façade of the principal building and the primary abutting streets.~~

¶

i. ~~Parking lots over one hundred (100) spaces shall be segmented visually and functionally into distinct parking areas of no more than sixty (60) spaces by landscaped and curbed medians with a minimum curb to curb width of ten (10) feet. Curbed landscaped islands shall be sited at the end of each parking aisle and within parking aisles at intervals no greater than one island per every twenty (20) spaces. Islands at the ends of aisles shall be counted toward meeting this requirement. Each required landscaped island shall be a minimum of one hundred eighty (180) sf in landscaped area.~~

¶

ii. ~~One (1) two point five (2.5) inch caliper canopy tree, one (1) four (4) foot high under story tree, and~~

~~three (3) twelve (12) inch high evergreen or fifteen (15) inch high deciduous shrubs shall be planted within each parking lot island. All landscaped areas shall be a minimum ten (10) feet in width in their smallest dimension and tree wells shall be a minimum thirty six (36) square feet in area. All parking lot landscaping shall be included in the site landscaping plan as described in section 508.30.D.1.c.¶~~



- f. **Outdoor sales.** The following additional standards applicable only to retail establishments greater than 10,000 sf of floor area.
- g. Areas for outdoor sales of products may be permitted if they are extensions of the sales floor into which patrons are allowed free access. Such areas shall be incorporated into the overall design of the building and the landscaping and shall be permanently defined and screened with walls and/or fences. Materials, colors and design of screening walls and/or fences shall conform to those used as predominant materials and colors on the building. If such areas are to be covered, then the covering shall be similar in materials and colors to those that are predominantly used on the building facade. Outdoor sales areas shall be considered as part of the gross floor area of the retail establishment.
 - h. Outdoor storage of products for sale in an area where customers are not permitted is prohibited unless such area is visually buffered from adjacent residences and public and private roads. This prohibition includes outdoor storage sheds and containers for sale. The Planning Board shall have the authority to determine the adequacy of such buffering.
 - i. Outdoor sales areas must be clearly depicted on site plan and separated from motor vehicle routes by physical barrier and ten (10) feet.
3. **Access from Public Roads.** Access from Routes 26 and 122 and Carpenter Road shall be limited to two (2) per development with one access sited so as to provide the opportunity for joint access with an adjacent property.
4. **Building Setbacks.** The maximum front setback of principal structures shall be one hundred fifty (150) feet. Said setback may be exceeded if the width of the landscape buffer required in section 508.30.D.1.b is increased to seventy-five (75) feet and the number of plantings described in subsection 508.30.D.1.b is proportionately increased.

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
(207) 998-4604

NEW BUSINESS

Memo

To: CEDC
From: Matthew Garside, Town Manager
cc: Nikki Pratt, Deputy Town Manager
Debbie Fitzpatrick, Finance Director
Date: August 2, 2021
Re: FY 23 Budget

Attached is a template for your FY23 budget. You can see your actual expenses for past years as well as what you have budgeted for the current fiscal year.

Please complete your FY23 budget and return that no later than your November meeting. That will allow us time to incorporate your numbers into the budget.

If you have any questions please ask.

TIF 2 / CEDC							
EXPENSES							
	2019	2020	2021	2022	2023	Change	
	Actual	Actual	Actual	Budget	Proposed	from FY 22	
TIF 2 / CEDC TOTALS	41,122.00	35,720.00	27,767.00	56,500.00	-	(56,500.00)	-100.00%
TIF 2 / CEDC							
Expense 401-01-5650							
	2019	2020	2021	2022	2023	2023	
	Actual	Actual	Actual	Budget	Proposed	Committee	
Admin. Assistant - Salary	4,790.00	5,018.00	4,704.00	5,283.00			
Admin. Assistant - Benefits	2,767.00	2,862.00	804.00	1,483.00			
Business Outreach	1,000.00	1,000.00	-	1,000.00			
Postage	167.00	134.00	216.00	200.00			
Professional Services	14,966.00	11,556.00	-	25,472.00			
Printing	1,774.00	535.00	2,419.00	4,500.00			
Website Design & Conversion	3,381.00	3,225.00	3,225.00	4,000.00			
Dues & Memberships	525.00	500.00	500.00	600.00			
Security - Special Town Meetings	300.00	-	-	500.00			
Advertising	227.00	-	825.00	1,000.00			
GIS Web Support	3,270.00	2,400.00	5,293.00	4,000.00			
Public beautification	4,248.00	3,603.00	4,078.00	2,000.00			
Lake protection	-	-	2,000.00	3,000.00			
Special Events - Heritage Day, BAH, etc.	3,707.00	4,887.00	3,703.00	3,462.00			
TOTAL	41,122.00	35,720.00	27,767.00	56,500.00	-	-	

AUGUST MINUTES

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.

Bylaws and Budgets

Nikki Pratt <npratt@polandtownoffice.org>

Fri 10/15/2021 11:01 AM

To: Jennifer Letourneau <jletourneau@austinpa.com>; Poland CEDC <PolandCEDC@polandtownoffice.org>; Tammy English <tammyenglish88@yahoo.com>; Joanne Messer <jmesser@rickertlibrary.org>

If any of you have bylaw changes or budgets please make sure they are to me after your meeting in November. If you are having difficulty with anything I can assist you. All bylaws will change to state the new governance policy language under the budget section to the following:

Those Boards or Agencies having money allotted to them by raised and appropriated funds, grants, or any other means shall propose a detailed annual budget to the Board of Selectpersons on or before their second regularly scheduled meeting in November. As long as the proposed budget was adopted during budget season for the Board or Agency they may approve funding within their budgeted line items without prior approval from the Board of Selectpersons. Any Board or Agency which does not provide a budget will be subject to gaining approval by the Selectpersons prior to expending any funds. The Town's Financial Policy must be followed for all purchases made. All financial transactions (deposits and expenditures) must be conducted through the Town's staff, accounting software and bank funds.

*Nikki Pratt
Deputy Town Manager
Town of Poland*

TOWN OF POLAND

Bylaws of the Poland Community and Economic Development Committee

Article I: Authority and Name

By authority of the Poland Board of Selectpersons there shall be formed an entity named "Poland Community and Economic Development Committee (CEDC)."

Article II: Purposes

To promote the development of Poland's community and economic resources by advising and recommending to the Board of Selectpersons appropriate strategies to build a stronger economy, tax base and employment base; to assist local businesses in locating and expanding their commerce in Poland, to advise and assist in the management and utilization of TIF districts and other economic development tools, to assist the Town Manager in the management of grants and other funding as may become available for community and economic development.

Article III: Offices

The public records of the CEDC shall be maintained at the Poland Town Office, 1231 Maine Street, Poland ME 04274. Confidential records shall be so marked and shall also be kept at the aforementioned location.

Article IV: Members

There shall be a nine member CEDC Board with seven regular members and two alternate members, all appointed by the Board of Selectpersons for staggered three year terms. All nine members must be registered Poland voters at large and/or Poland business owners. In addition four liaison positions may exist, representing the Municipal Department, Budget Committee, Code Enforcement, and a member of the Board of Selectpersons. There are no inherent term limits for CEDC members, except as may be determined through the Board of Selectpersons' appointment process. Alternate members will be used if a regular member is not present at a meeting and this shall be noticed at the beginning of the meeting and recognized in the minutes that the alternate member is a voting member for the meeting.

Attendance is essential; three (3) or more consecutive unexcused absences may result in a member's removal from the CEDC by the Board of Selectpersons.

If a vacancy occurs on the CEDC before a member's term is complete, the new appointee shall complete the term that is vacant.

Article V: Code of Conduct

All members of the CEDC are expected to handle themselves in a professional manner. No use of the privilege of membership on the CEDC, nor any information obtained thereby, shall be used to secure personal profit, special privileges, favors or exemptions for themselves or any other person.

Members of the CEDC must declare a conflict of interest and recuse themselves from debate and voting on any matter where they have a financial interest, or the potential to benefit personally or professionally from participation in a matter.

Article VI: Officers

Each July, the CEDC shall elect officers from among their members to serve for one fiscal year. Any member of the CEDC may hold any office. The officers of the Board shall be Chairperson, Vice Chairperson, ~~and Secretary, and Treasurer.~~ There are no inherent term limits for these officer positions.

Chairperson: It shall be the duty of the Chairperson of the CEDC to establish the agenda and to conduct orderly meetings, to ensure minutes are kept and properly distributed and stored, and to ensure that the CEDC budgets and funding are properly accounted. Any member may request an item be placed on the agenda by notifying the Chair in writing at least 72 hours of the next stated meeting.

Vice Chairperson: It shall be the duty of the Vice Chairperson of the CEDC to fulfill the duties of the Chairperson in their absence. The vice Chairperson will also chair sub-committees of the CEDC as delegated by the Chairperson.

~~**Treasurer:** It shall be the duty of the Treasurer of the CEDC to ensure that the CEDC budgets and funding are properly accounted and reported to the CEDC.~~

Secretary: It shall be the duty of the Secretary of the CEDC to ensure that attendance is taken and that minutes of the proceedings are kept and properly distributed and stored, and to demarcate said minutes and notes into those that are “public records” and those that are “confidential.”

Paid consultants or Town staff may be called upon to assist in the fulfillment of any of the above duties.

Any officer may be removed by a two-thirds (2/3) vote of a quorum of the CEDC. The secretary shall give notice of removal to the officer not more than ten (10) days subsequent to the action. A vacancy in the officers of the CEDC may be filled by a majority of the members of the CEDC.

Article VII: Meetings

Meetings shall be held monthly at a time and place to be determined annually each July 1. Meetings shall be open to the general public, except where a discussion item is of a confidential nature, in which case the CEDC shall reference the section of Maine State Law that provides for discussions in executive session.

Quorum: 50% of the number of filled positions (4 needed at 7) constitutes a quorum. A quorum is required for conducting any business of the CEDC.

When voting, if a procedural question should occur, the CEDC will use Robert’s Rules of Order.

Adopted: December 3, 2013

Amended: September 17, 2019; August 2, 2016; May 17, 2016; April 15, 2014; December 16, 2014

Article VII Section 2: Special Meetings

Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members. Notice of any formal special meeting shall be given to all Committee members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.

Notice of special meetings will be as dictated by the Town for open meetings.

Article VII Section 3: Informal Meetings

Informal meetings (such as Annual Report preparation meetings, preparation for issue discussion, ad-hoc sub-committees, etc.) may be called by any member. These meetings have no requirement for committee member attendance, written record or documentation or prior announcement to the public. Any recommendations formulated at these meetings shall be brought to a regular meeting. No votes shall be taken.

Article VIII: Ad-Hoc Groups

Ad-hoc groups may be created by the Committee, as it may deem necessary, to expedite its work. The Chairperson will appoint members of ad-hoc groups. Ad-hoc groups shall make reports at regularly scheduled meetings.

Article IX: Consultant Oversight

The CEDC will serve as a steering committee for any paid consultant hired by the Selectpersons for the sole purpose of economic development. Consultants will report monthly to the CEDC, submitting an itemized scope of work, as well as invoices for recommendation of payment by the Board of Selectpersons.

Article X: Contracts, Checks, Deposits and Funds

The CEDC may not enter into legally binding contracts; only the Board of Selectpersons may do so.

The CEDC may authorize such expenditures as they deem appropriate and within their budget and scope. ~~The CEDC must have all financial transactions (deposits and expenditures) conducted through the Town's staff, accounting software and bank funds.~~

Those Boards or Agencies having money allotted to them by raised and appropriated funds, grants, or any other means shall propose a detailed annual budget to the Board of Selectpersons on or before their second regularly scheduled meeting in November. As long as the proposed budget was adopted during budget season for the Board or Agency they may approve funding within their budgeted line items without prior approval from the Board of Selectpersons. Any Board or Agency which does not provide a budget will be subject to gaining approval by the Selectpersons prior to expending any funds. The Town's Financial Policy must be followed for all purchases made. The CEDC must have All financial transactions (deposits and expenditures) conducted through the Town's staff, accounting software and bank funds.

Article XI: Books and Records

The fiscal year of the CEDC shall be July 1st through June 30th annually. The CEDC shall ensure that an annual reporting of attendance, activities and fund utilization is filed with the Board of Selectpersons upon conclusion of the fiscal year.

Article XII: Amendment to Bylaws of Community and Economic Development Committee (CEDC)

These by-laws may be altered, amended or repealed by the Board of Selectpersons with at least thirty (30) days written notice to the full membership of the CEDC at such meeting of an intention to alter, amend, or repeal these by-laws.

Amended by the Poland Board of Selectmen this 17th day of September 2019.

Board of Selectmen

Mary-Beth Taylor, Chairperson

Suzette Robinson, Vice Chairperson

Joseph Cimino

Stephen E. Robinson

Stanley L. Tetenman

SEPTEMBER MINUTES

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.