

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, APRIL 6, 2023
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, April 6, 2023
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

March 2, 2023

RECOGNITION OF VISITORS

REPORTS

March 2023 Financial Report
Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

CLUC Amendment (Downtown Design Standards)
CEDC Newsletter
Website
Budget Discussion
Spring Business After Hours
Business to Business Trade Show
Beautification

NEW BUSINESS

Permit Fees

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses
Banner Replacement

MINUTES

Community & Economic Development Committee
Thursday, March 2, 2023
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for March 2, 2023, was called to order at 6:30 pm, by Chair Cyndi Robbins. Members Chrissy Kimbal, Mike Ellis, and Rob Dwyer are present. Vice Chair Sheila Foley, and Members Norm Davis and Stacey Bsullak are absent.

Public Attendance: Recording Secretary Alex Sirois.

MINUTES

February 2, 2023

- Member Chrissy Kimball makes a motion to approve the minutes for February 2, 2023, as presented, seconded by Member Rob Dwyer. No discussion.
VOTE YES - 4 NO - 0

RECOGNITION OF VISITORS

REPORTS

Financial Report - February 2023

- Chair Cyndi Robbins states that the \$2,400 expense is for the annual GIS bill.
- Member Mike Ellis makes a motion to accept the Financial Report for February 2023, seconded by Member Chrissy Kimball. No discussion.

Planning and Development Report

- The following new business registrations were received by the Planning and Development Office since the last meeting:
 - What The Fence, a fence Install, sales, and service business, at 51 Carpenter Road.
 - Love Letter Farm, a floral retail business, at 74 Jackson Road.
- No new applications were approved by the Planning Board since the last meeting.
- The following commercial building permits were received by the Code Enforcement Office since the last meeting:
 - SBA Communications/Verizon Wireless submitted a permit for the replacement of 9 antennas of the already existing equipment for newer models and to add 9 Radio heads (RRH), on Duff Road. Project cost of \$30,000.

COMMUNICATIONS

OLD BUSINESS

Winterfest Follow Up

- The Committee discusses what they liked/did not like about Winterfest.
- Chair Cyndi Robbins thinks the only thing she would do differently, would be to build a mountain of snow closer to the activity area. The sledding hill was a little hard to see.
- Member Mike Ellis thinks that for a first run at this location, it was a success.
- Member Chrissy Kimball thinks that the ice rink was a big part of the success of the event.

CLUC Amendment (Downtown Design Standards)

- The Planning Board discussed the proposed amendment with Jim Seymour and Code Officer Scott Neal. They did have some suggested amendments. Jim is going to make the changes and get them back to the Board.

CEDC Newsletter

- Chair Cyndi Robbins talked with the Town Manager about getting the full business list and she was unable to get it. He suggested just contacting the businesses that are on the list and possibly sending a mailer to all of the other businesses in town.
- Member Chrissy Kimball thinks it would be best to just start with the list that we have and try to make it look good so that it brings in more interest from others.

Website

- Recording Secretary Alex Sirois updates the Committee that the visitpoland.me domain is now active on its hosting and once the name servers have finished updating he will connect the domain to the new site that was created. This can sometimes take a week or two to work through. The website should be functional by the April meeting.

NEW BUSINESS

Budget Discussion

- Chair Cyndi Robbins states that Nikki Pratt sent the Committee a spreadsheet showing the budgeted expenses vs. the expenses year to date. Cyndi summarizes the status.
- Cyndi would like to take another month to put a budget together. This will be on the agenda next month.
- For events, Cyndi suggests creating criteria for events and spending. The Committee might want to consider not spending more than $\frac{1}{3}$ of the total cost of the event, for example.
 - Member Rob Dwyer suggests a maximum number not to exceed.

Spring Business After Hours

- A date of May 11th has been set for the Spring Business After Hours event.

- It will be hosted upstairs at Fairlawn.
- The Committee will handle the advertisement.

Business To Business Tradeshow

- Chair Cyndi Robbins asks Recording Secretary Alex Sirois if he has any idea where the old trade show backdrop may be stored. Alex is not sure and has not seen it since he left in 2016. He will check with Sarah to see if she knows where the backdrop is.
- Cyndi thinks that the Committee needs a new rack card. She also suggests that we need to give something away. In the past, we gave Poland Spring Water.
 - Everyone thinks that's a good idea.
- Member Mike Ellis suggests maybe some free stuff like cups, etc, might be a good idea.
- Volunteers will also be needed.
- The event is May 18th from 9 am to 3 pm.
- Mike suggests a "did you know" type of publication that can give interesting facts about Poland.

Beautification

- Chair Cyndi Robbins reminds the Committee that the issue is still regarding watering/maintenance of landscaping. She did include this in the newsletter asking if anyone is interested in taking on watering a sign near them.
- Member Chrissy Kimball asks if the Committee can use some of the TIF money for street trees.
 - Cyndi believes that it can be used for that.
- The Committee would like to ask the Town one more time if they will consider helping with the maintenance of plantings.

OTHER BUSINESS

- None.

ADJOURNMENT

Member Chrissy Kimball makes a motion to adjourn at 7:24 pm, seconded by Member Mike Ellis. No discussion.

VOTE: YES - 4 NO - 0

Recorded by: ALS

Accepted on: April 6, 2023

REPORTS



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

April 4, 2023

Re: **March 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. Two Bees Clinical Compliance, a clinical documentation auditing business, at 9 Sunderland Road.

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

1. Hawkeye Holdings LLC received Sketch Plan approval for an expanded parking area at 1372 Maine Street.

No commercial building permits were received by the Code Enforcement Office since the last meeting.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

OLD BUSINESS

| | Budget | YTD Expenses | Unexpended YTD | Items Voted | Remaining Balance |
|--|-----------------|-----------------|-----------------------|-----------------|-------------------|
| Admin Assistant - Salary & Benefits | \$6,500 | \$3,357 | \$3,143 | \$3,143 | \$0 |
| Business Outreach | \$1,000 | | \$1,000 | \$595 | \$405 |
| Postage | \$300 | | \$300 | | \$300 |
| Professional Services (TIF consultant & engineering) | \$9,200 | \$250 | \$8,950 | \$8,750 | \$200 |
| Printing | \$2,500 | | \$2,500 | | \$2,500 |
| Website Design & Conversion | \$4,000 | \$2,358 | \$1,642 | \$1,642 | \$0 |
| Dues & Memberships | \$1,000 | | \$1,000 | | \$1,000 |
| Advertising | \$3,500 | \$1,150 | \$2,350 | \$1,900 | \$450 |
| GIS Web Support | \$4,000 | \$2,400 | \$1,600 | \$1,600 | \$0 |
| Public Beautification | \$5,000 | | \$5,000 | | \$5,000 |
| Lake Associations | \$3,000 | \$1,000 | \$2,000 | \$2,000 | \$0 |
| Special Events (Heritage Days, BAH, ect.) | <u>\$16,500</u> | <u>\$11,341</u> | <u>\$5,159</u> | <u>\$2,220</u> | <u>\$2,939</u> |
| TOTALS | \$56,500 | \$21,856 | \$34,644 | \$21,850 | \$12,794 |

EXPENDITURES YTD APPROVED BY BOS

| | |
|--|-----------------|
| 7/19/2022 Business After Hours | \$1,255 |
| 8/16/2022 Tripp Lake Environmental Association | \$1,000 |
| 10/26/2022 Sebago Technics | \$250 |
| 11/15/2022 Pick'n Orchard Festival | \$1,500 |
| 11/01/2022 Civic Plus | \$2,315 |
| 11/01/2022 Heritage Day | \$5,000 |
| 11/15/2022 Christmas in Poland | \$1,500 |
| 12/06/2022 Business After Hours | \$1,958 |
| 02/07/2023 Network Solutions | \$43 |
| 02/07/2023 LA Chamber Advertising | \$1,150 |
| 02/07/2023 Plaque for Business | \$63 |
| 02/17/2023 CAI Technologies (GIS) | \$2,400 |
| 02/07/2023 Grassroots Graphics | <u>\$65</u> |
| | \$18,499 |

ITEMS CEDC HAS VOTED TO EXPEND MONEY ON

| | |
|--|-----------------|
| * Generator | \$720 |
| * Gems of 26 | \$1,000 |
| * Sebago Technics (downtown standards) | \$8,750 |
| * Spring BAH Event | \$1,500 |
| * Trade Show | \$595 |
| * LA Chamber Advertising | \$900 |
| * DJ for Winter Festival | |
| * Sheriff for Winter Festival | |
| * Radio Ad for Winter Festival | |
| * Admin Assistant | <u>\$3,143</u> |
| | \$16,608 |

ASSIGNED FUNDS YET TO BE PAID

| | |
|-------------------------------|----------------|
| * Lake Associations | \$2,000 |
| * Website Design & Conversion | \$1,642 |
| * GIS Web Support | <u>\$1,600</u> |
| | \$5,242 |

NEW BUSINESS

Residential & Commercial Building Fees

Nikki Pratt <npratt@polandtownoffice.org>

Wed 3/8/2023 8:43 AM

To: Jane Pentheny <jpentheny@polandtownoffice.org>; Mary-Beth Taylor <mtaylor@polandtownoffice.org>; Nate McNally <nmcnally@polandtownoffice.org>; Stan Tetenman <stetenman@polandtownoffice.org>; Steve Robinson <srobinson@polandtownoffice.org>

Cc: Matt Garside <mgarside@polandtownoffice.org>; Scott Neal <sneal@polandtownoffice.org>; Poland CEDC <PolandCEDC@polandtownoffice.org>

1 attachments (85 KB)



Draft fee schedule for Building permits.pdf;

The Town has reviewed the fee schedule for building permit fees and has compared what we have in place now to other communities in the area. The attached information was brought forward to the Board last night as proposed changes to the building permit fees in the Town. This will go to public hearing at some point in late spring and if approved by the Board would be effective July 1, 2023 as the new fee schedule for building permit fees.

*Nikki Pratt
Deputy Town Manager
Town of Poland*

| Town | Commercial Based on 4,799 Sq. Ft. Cost of construction \$631,000. | Residential Based on 5,133 Sq. Ft. Cost of construction \$450,000. |
|---|---|--|
| Falmouth | \$5,890 | \$690 |
| Cumberland | \$2,400 | \$1,893 |
| Gray | \$2,160 | \$2,298 (Highest) |
| Naples | \$1,920 | \$1,540 |
| Oxford | \$2,450 | \$648 |
| Lewiston | \$1,705 | \$1,309 |
| Auburn | \$1,470 | \$25 (Lowest) |
| Casco | \$1,680 | \$1,243 |
| Mechanic Falls | \$1,440 (Lowest) | \$1,084 |
| Minot | \$5,940 | \$1,185 |
| Raymond | \$2,399 | \$1,756 |
| North Yarmouth | \$3,584 | \$1,893 |
| Poland | \$6,346 (Highest) | \$2,282 |
| Average Cost (throw out high and low) | \$2,873 or .60 Per Sq. Ft. | \$1,411 or .27 Per Sq. Ft. |
| Proposed Cost Per Sq. Ft. of All Floors (Including Basement) For New Construction | .54 Cents Per Sq. Ft. New Permit Cost \$2,591.46 | .35 Cents Per Sq. Ft. New Permit Cost \$1,796.55 |

Residential Alterations or Renovations:

Up to \$1000 - \$50.

\$1,001 to \$5,000 - \$75.

\$5,001 to \$10,000 – \$100.

\$10,001 and up - \$100 plus \$5. per thousand of the cost of construction

Commercial Alterations or Renovations:

Up to \$1000 - \$75.

\$1,001 to \$5,000 - \$100.

\$5,001 to \$10,000 – \$125.

\$10,001 and up - \$125 plus \$10. per thousand of the cost of construction