

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, MAY 6, 2021
6:30 PM - PUBLIC ZOOM MEETING**

MEETING MATERIALS

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

AGENDA

CALL TO ORDER

RECOGNITION OF VISITORS

MINUTES

April 1, 2021

REPORTS

Financial Report

Planning and Development Report

COMMUNICATIONS

GMAC Graphics Bill

Street Decor Bill

OLD BUSINESS

CEDC Website Update

Downtown Design Standards

NEW BUSINESS

Business After Hours

Second Quarter Business Recognition Award

Municipal Park

OTHER BUSINESS

ADJOURNMENT

*Meeting will be held via Zoom. Public attendance is allowed and encouraged. A link to access the meeting will be available at www.polandtownoffice.org.

MINUTES

Community & Economic Development Committee
Thursday, April 1, 2021
Public Zoom Meeting - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for April 1, 2021, was called to order at 6:30 via Zoom by Committee Chair Jennifer Letourneau. The Chair, as well as members Cyndi Robbins, Norm Davis, Raymond Cloutier, Stacey Bsullak, and Sheila Foley, are present. Alternate Member William Eldridge is absent.

Public Attendance: Town Manager Matt Garside, Deputy Town Manager Nikki Pratt, and Recording Secretary Alex Sirois.

MINUTES

March 4, 2021

- Vice-Chair Cyndi Robbins makes a motion to accept the minutes for March 4, 2021, as presented, seconded by Member Norm Davis.
VOTE: YES - 6 NO - 0

REPORTS

Financial Report

- Town Manager Matt Garside outlines the only expense last month was the admin payroll.
- Member Sheila Foley makes a motion to accept the financial report, as presented, seconded by Member Norm Davis. No discussion.
VOTE: YES - 6 NO - 0

Planning and Development Report

- Recording Secretary Alex Sirois informs the Committee that:
 - The following new business registrations were received by the Planning and Development Office since the last meeting:
 - Phoenix Reign Products, a craft jewelry, and soap business, located at 3 Chestnut Drive.
 - Lavoie Remodels, a carpentry business, located at 62 Walker Point Road.
 - The Planning Board approved the following commercial projects since the last meeting:
 - A Formal Site Plan for UC Properties/Forever Green, an adult-use retail marijuana storefront at 457 Maine Street. No exterior changes were proposed to the existing commercial structure.

- The following commercial building permits were issued by the Code Enforcement Officer:
 - Route 26 Excavation & Sales, Inc. received a permit to relocate an existing office building from 1143 Maine Street to 1133 Maine Street, valued at \$1,000
 - Route 26 Excavation & Sales, Inc. received a permit to install two 24' x 28' temporary storage structures at 1143 Maine Street, valued at \$400.
 - C.N. Brown Company received a permit to install new signage on the existing gas canopy at 1502 Maine Street, valued at \$28,000.
- Deputy Town Manager Nikki Pratt informs the Committee that Canopy Cabin will be going to the Selectboard for approval for a cannabis business on Mechanic Falls Road

COMMUNICATIONS

First Quarter Excellence in Business Award Release

- Recording Secretary Alex Sirois asks if anyone has any suggestions for news outlets that he can submit these types of press releases to.
 - The Committee suggests Community Connection, Sun Journal, The Oxford Chamber, and the LA Metropolitan Chamber of Commerce.

OLD BUSINESS

CEDC Website Update

- Recording Secretary Alex Sirois gives an update on the website project.
 - He is struggling to get a response from the company, and minor changes are taking an unusual amount of time.
 - Vice-Chair Cyndi Robbins asks if we can add pages or do we need the company to do that for us.
 - Deputy Town Manager Nikki Pratt can add new pages. She will reach out to our contact and see if she can light a fire.

Downtown Design Standards

- Amy Segal from Sebago Technics was unable to make the meeting. Chair Jennifer Letourneau asks the Committee if they want to do a mid-month meeting, or wait until May to discuss the proposal.
 - The Committee decides to hold a special meeting on April 22nd at 6:30 pm via Zoom.

Banners

- Vice-Chair Cyndi Robbins informs the Committee that the new banners are in progress. The company printing the banners needed the vector files, so she had to get them from Drew the designer.

- She asks member Raymond Cloutier if we will need to hire someone to put them up, and he says yes.

Trails Maps

- Vice-Chair Cyndi Robbins received the trail maps file from Scott Segal. She ordered the maps and has the bill for 1,500 maps. She thinks this map will be perfect for the trailheads, but eventually, it would be nice to have a map that shows all four of the trail areas. If the CEDC is supposed to be promoting tourism this is a good start.
- Cyndi also informs the Committee that Scott Segal is working with a sign company on a storybook trail project. These are short stories with sections on a sign that kids can hike to and read the story as they continue on down the trail. She would like to do this same thing at Poland Spring for the Togo story.
- Chair Jennifer Letourneau would like to make sure all of these trails are available on the trail finder websites.
- Member Raymond Cloutier makes a motion to spend \$611.00 for 1,500 trail maps printed by Penmore, seconded by Vice Chair Cyndi Robbins. No discussion.
Vote: YES - 6 NO - 0

LA Region Explore + Discover Guide

- Vice-Chair Cyndi Robbins reports that she has submitted the print ad and the total cost ended up being around \$800.

NEW BUSINESS

Comprehensive Planning Survey

- Member Stacy Bsullak wanted to put this out to the Committee because she feels it is important that they are aware of the vision of the town.
- Deputy Town Manager Nikki Pratt informs the Committee that once the results have been compiled she will send them to the CEDC. Currently, there have been around 70 submittals. Many are asking for additional small businesses.
- Stacey thinks it is important to have these conversations but as long as there is no sewer service on Maine Street the town will have empty storefronts. Her kids are concerned that Poland is becoming a pot-smoking town and it is disappointing.
 - Member Sheila Foley agrees and is concerned that the lack of sewer will limit business development on Maine Street.
 - Vice-Chair Cyndi Robbins points out that the available land is too expensive to buy.
- Member Norm Davis thinks that if neighboring towns are not willing to help Poland, it might be worth looking into our own sewer system.
 - Member Raymond Cloutier points out that the upcoming sewer system improvements have been dragging on for years.

- Town Manager Matt Garside informs the Committee that the upcoming sewer project is on schedule and will be going out to bid in a few weeks. Work will hopefully begin this summer.
- Chair Jennifer Letourneau asks what the cost would be to bring it from Mechanic Falls to the commercial plaza on Maine Street.
 - The approximate cost would be 8-10 million.
- Norm Davis thinks that we have everything a large industrial or commercial operation would need on Lewiston Junction Road, but it would take significant rezoning and promotion to get anyone to move there. This would be a perfect spot for some light manufacturing.
- Vice-Chair Cyndi Robbins informs the Committee that she and Matt have been working with an RV manufacturing company that is looking for 100 acres and land. They also have an immediate need for a 50,000 square foot building.

OTHER

- Town Manager Matt Garside would like to see the CEDC agendas, minutes, and packets, posted to the website.
 - Recording Secretary Alex Sirois recently got the backlogged items onto the website. He will also begin posting the meeting agenda on the CEDC Facebook page.
- Vice-Chair Cyndi Robbins would like to discuss the Spring Business After Hours event.
 - Chair Jennifer Letourneau believes the last plan was for sometime in May at the Poland Spring Water Museum.
 - Cyndi believes they are doing their grand opening on May 21st, so we cannot do anything before that. She asks the Committee if they would like to try to do something in June. Should we try to get a tent or cap at fifty people?
 - Cyndi will talk with Heather Printup at Poland Spring and come back to the Committee next month with more information.

ADJOURNMENT

The meeting adjourns at 7:23 pm.

Recorded by: ALS

Accepted on: May 6, 2021.

REPORTS

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	16,965.29	142.20	39,676.91
01 - PSB TIF 2			56,500.00	16,965.29	142.20	39,676.91
5650 - CEDC EXPENSE			56,500.00	16,965.29	142.20	39,676.91
04/22/21	P 0577	04/22/21 Payroll (Dist)		440.17	0.00	
05/04/21	A 0591	WALKING TRAIL MAPS		611.00	0.00	
		April	0.00	1,051.17	0.00	38,625.74
		Expense.....	56,500.00	18,016.46	142.20	38,625.74
		Division....	56,500.00	18,016.46	142.20	38,625.74
		Department..	56,500.00	18,016.46	142.20	38,625.74
Final Totals			56,500.00	18,016.46	142.20	38,625.74



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

May 3, 2021

Re: **April Planning and Development Report**

Dear Committee Members,

The following new business registrations were received by the Planning and Development Office since the last meeting:

1. CPRC Group, an industrial aggregate processing company, located at 100 Bark Mulch Drive.

I was not notified that CPRC Group wishes to receive CEDC benefits.

The Planning Board approved the following commercial projects since the last meeting:

1. A Preliminary Major Subdivision Application for Auburn Residential Development Corporation, an elderly housing development on Maine Street. Additional approvals are required before the project can move forward.

The following commercial building permits were issued by the Code Enforcement Officer:

1. Poland Self Storage, LLC. received a permit to build four (4) additional storage units at 1484 Maine Street, valued at \$340,000.00
2. Mark Hopkins received a permit to install a 5664.75 KW DC solar field on Lewiston Junction Road, valued at \$2,000,000.00.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

MINUTES

Street Decor, Inc.

6357 Moonridge Terrace
Reno, NV 89523

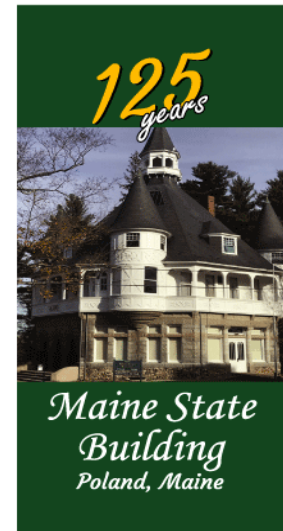
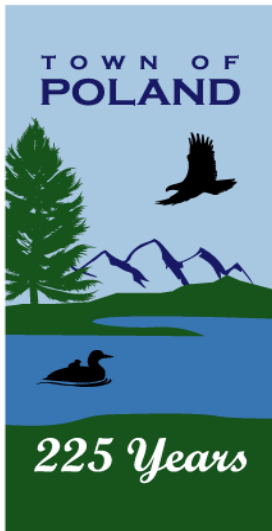
p:800-206-3033

f:800-273-1532



Sales Quote		QUOTE NUMBER	
Sold To Town of Poland Cyndi Robins 1231 Maine Street Poland, ME 04274		Ship To Town of Poland Cyndi Robins 1231 Maine Street Poland, ME 04274 psicyndi@gmail.com	
Quote Date:	April 9, 2021	Customer Purchase Order	NA
Ship By:		Terms	
Must have By:	ASAP	Freight Charges	Prepay and add to invoice
Part Number	Quantity	Unit Price	Total

Up-Graded Digital Main Street Fabric

Custom D-MSF	8	30"x60" Digital Main Street Fabric, Seasons "Welcome Poland" Any Design Combination	\$105.00	\$840.00
FFIII Adj.	8	Fiber Flex III Adjustable Bracket System w/Permanent Banding	\$88.00	\$704.00
				\$1,544.00
Freight Via UPS Ground				\$79.00
				\$1,623.00



TAKE NOTHING FOR GRANTED, PLEASE CHECK PROOF CAREFULLY.
Illustrations are a reasonable representation of ink colors on banner fabrics. All monitors display differently, therefore a free color match sample is available upon request. We are not responsible for any errors after approval.

 800-206-3033 www.streetdecor.com	Poland, ME EDIT #: 1 DATE: 4-9-21 SIZE: 29" x 60" FABRIC: MAINSTREET INKS: DIGITAL POCKETS: STANDARD 3.25"	APPROVAL SIGNATURE
		

OLD BUSINESS

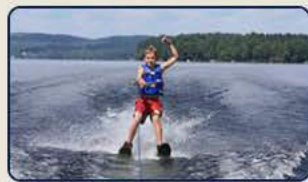
Welcome to the website. For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). It is recommended you write down the following credentials to login to the User Center - Username: "CivicOpen" and Password: "ClientUser10!"

[COVID-19 UPDATE 6/12/2020 Read more »](#)

Welcome to Poland, Maine



Business



Recreation



Eat & Stay



What to Do

Poland, Maine is a beautiful town located in Central Maine with a rich history and unparalleled scenery. Incorporated in 1795, Poland still maintains its small-town feel while ever growing. The town is home to a wide variety of businesses, excellent dining, numerous lodging opportunities, and historical sites. Poland is the home the iconic Poland Spring Water and Resort as well as the Maine State Building which is committed to preserving and promoting the rich history of the area and state. You will find outdoor recreational activities for every season and outdoor enthusiast! We have six lakes for fishing, boating and swimming, 3 golf courses, hiking/snowshoeing/cross country ski trails, snowmobile and ATV trails, and some of the best sightseeing in the state. Located on Route 26, Poland is within 45 minutes of Portland and Augusta, 20 minutes from the Auburn/Lewiston area, and one hour from major ski resorts.



Residents
Recreation



Trails



Business
Directory



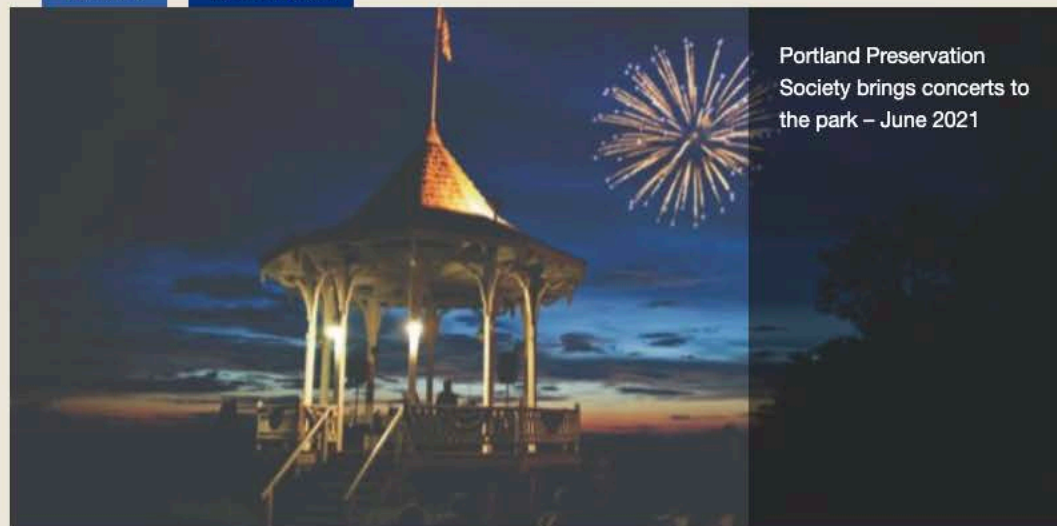
Education

[Bulletins](#)

[Social Media](#)

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

All upcoming meetings



Portland Preservation Society brings concerts to the park – June 2021

NEW BUSINESS

Business after hours

Cynthia Robbins <crobbins@fairpoint.net>

Fri 4/2/2021 11:15 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Cc: Ray Cloutier <rwclou@gmail.com>; normdavis (normdavis@aol.com) <normdavis@aol.com>; Sheila Foley <sheila.boese@gmail.com>; stacey bsullak <gatheringwindsfarm@gmail.com>; Matt Garside <mgarside@polandtownoffice.org>; Nikki Pratt <npratt@polandtownoffice.org>; heather printup <heather.printup@waters.nestle.com>

Hi all I spoke to Heather, The only date we could come up after their grand reopening is June 16th, it is a Wednesday night. That would work for their calendar and our catering. Alex and I will work on an invite postcard to the community if that is allrightt with everyone? Thank you! Cyndi

Community & Economic Development Committee
Town of Poland
1231 Maine Street
Poland Spring, ME 04274

You're Invited

Business After Hours

Welcome



POLAND



You are invited to Poland Business After Hours

at the recently upgraded
Poland Spring Bottling Museum
115 Preservation Way, Poland Spring, ME
Wednesday, June 16, 2021 5-7 PM

Delicious Complimentary Appetizers & Cash Bar
Catered by the Poland Spring Resort
Network with fellow business representatives
Bring your business cards - Win Door Prizes!

All current CDC Guidelines will be in place
Mask are required except when eating or drinking at tables

R.S.V.P. by June 6th, 2021
Email Alex at PolandCEDC@polandtownoffice.org

If you would like to donate a Raffle Prize, Please drop at the Lodge, 640 Miane Street, Poland Spring, ME 04274

Building a strong future from our rich past!

Postcard and mailing paid for by
Poland Community Economic Development Committee TIF account.

From: Scott Segal

Sent: Friday, April 16, 2021 4:13 PM

To: Matt Garside; Robinson, Stephen; Jenniferletourneau8@gmail.com; Emily Rinchich; Beth Davis; Joanne Messer; Patti McGillvary; John Young; barry w morgan; Deborah Perkins; 23mbrousseau@rsu16.org

Subject: Municipal Park Planning

Hello Everyone!

Thank you for your willingness to join our newly formed work group to consider the development of a new municipal park.

The hope is that everyone will have a chance to review the attached information prior to the meeting, so we can move things along. None of the ideas provided are at all set in stone. This is to help us all form some thoughts and any additional ideas are most welcome. Once we have formulated the ideas, we will then need to go thru the process of aligning the features of the park with the intent of the park.

First meeting: Monday, May 3

Time: 6:30pm-7:30pm

Location: Municipal Property- At the picnic tables between Recreation office and library.

Future meetings will be held in the Library basement;

Mondays, May 10, 17 & 24

As we go thru the process, we can determine if additional meetings are necessary.

The goal is to keep these meetings to an hour and to stay on task with the ultimate goal of having a plan to present back to the Board of Selectperson in the next few months.

Additionally, the funding resources to develop this park will be addressed thru grass root efforts.

Look forward to seeing you all on May 3rd.

Reminder that covid-19 rules apply- masks and social distancing.

If you have any questions about the information provided, please feel free to reach me by email or cell # 838-8632.

All the best!

Scott Segal

Poland Municipal Center Master Plan

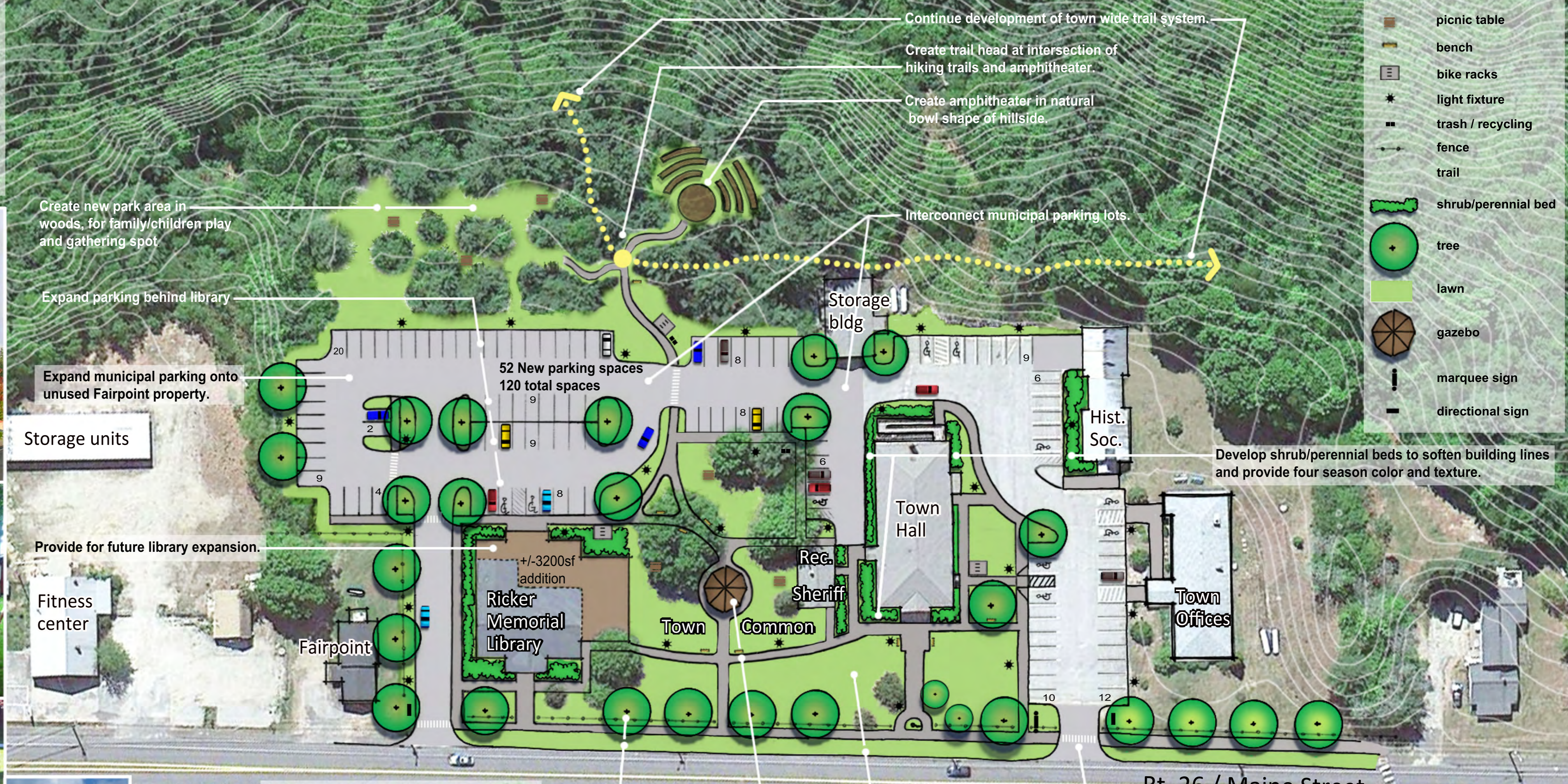
November, 2013

PHASING RECOMMENDATIONS

1. Remove McConaghy house, driveway, and undesirable trees. Rough grade site, loam and seed.
2. Remove pavement at Town Hall. Shift entrance north and adjust parking & access aisle. Rough grade site, loam and seed, install walkways, trees, and amenities.
3. Develop/build-out Town Common with gazebo and pathways, followed by full amenities.
4. Develop new parking at library and Fairpoint. Interconnect parking areas and install amenities.
5. Develop trail head/trail system, larger park, and amphitheater.
6. Expand library.

Legend

-  picnic table
-  bench
-  bike racks
-  light fixture
-  trash / recycling
-  fence
-  trail
-  shrub/perennial bed
-  tree
-  lawn
-  gazebo
-  marquee sign
-  directional sign



gazebo



street trees - red or hybrid maple



picnic tables



amphitheater



benches



trash / recycling



bike racks



directional sign



lighting



fence

St. Mary's

prepared by