

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, JUNE 3, 2021**  
**6:30 PM - PUBLIC ZOOM MEETING**

**MEETING MATERIALS**

**Community & Economic Development Committee**  
**Thursday, June 3, 2021**  
**6:30 PM - Public Zoom Meeting\***

**AGENDA**

**CALL TO ORDER**

**RECOGNITION OF VISITORS**

Welcome new member Jessica Wilson

**MINUTES**

May 6, 2021

**REPORTS**

Financial Report

Planning and Development Report

**COMMUNICATIONS**

Northlight Electric Bill

GMAC Graphics Bill

**OLD BUSINESS**

Downtown Design Standards

Business After Hours

Municipal Park

**NEW BUSINESS**

TIF Workshop Follow Up

Bicentennial Parade

Future Meetings, Zoom vs. In-Person

**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](http://www.polandtownoffice.org).

# MINUTES

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

**MINUTES**

**CALL TO ORDER**

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

**Public Attendance:** Town Manager Matt Garside, Selectboard member Nate McNally, and Recording Secretary Alex Sirois.

**RECOGNITION OF VISITORS**

Nate McNally has been appointed as the new CEDC Liason for the Selectboard. He gives the Committee a brief overview of his background and experience. He is excited to work with the Committee.

**MINUTES**

April 1, 2021

- Vice-Chair Cyndi Robbins makes a motion to accept the minutes for April 1, 2021, as presented, seconded by Member Norm Davis.

VOTE:            YES - 5                      NO - 0

**REPORTS**

Financial Report

- Town Manager Matt Garside outlines that in addition to the normal admin payroll expense last month, the only other expenditure was the printing of the new trail maps.
- 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

**COMMUNICATIONS**

GMAC Graphics Bill

- Member Norm Davis makes a motion to pay \$500 for graphics work done on the new banners, seconded by Member Sheila Foley. No discussion.

VOTE:            YES - 5                      NO - 0

## Street Decor Bill

- Member Norm Davis makes a motion to pay \$1,623 for additional banners to be hung on Route 26, seconded by Member Sheila Foley. Cyndi notes that two of each style were ordered, and it is her thought that one would be put on each side of town. The Committee will use the same company that installed the banners last time for this install.  
VOTE:            YES - 5                            NO - 0

## **OLD BUSINESS**

### CEDC Website Update

- Recording Secretary Alex Sirois gives an update on the website project.

### Downtown Design Standards

- Amy Segal from Sebago Technics has returned before the Committee with a proposal.
- Amy plans on putting together a presentation to explain each of the components of the standards, which could be done at the next meeting.
  - Vice-Chair Cyndi Robbins asks if it is appropriate to invite the Planning Board to the next meeting.
  - Town Manager Matt Garside will consult with the Code Enforcement Officer to see if there will be any interest.
  - Amy suggests going through the standards first picking them apart, and then see if the Planning Board wants to have a workshop. It might be good to allow the CEDC to first get up to speed on the standards, and then introduce the idea to the Planning Board sooner rather than later. It might make sense to try and have the Planning Board come to the July meeting.
- Amy does think it is still a good idea for her to attend the Business After Hours event to see if anyone has any comments for her.
- Also included in the proposal is money for 3D modeling. This is a great way to create a visual for how the standards work.
- Amy will visit Poland sometime soon to get some photos of the downtown areas to create a presentation.
  - Cyndi would like to be present for this.
  - Matt suggests that this is delayed until after the Selectboard approves of the agreement.
- The goal would be to present the suggested changes to the Planning Board in November.
  - Matt suggests involving a Planning Board liaison in the meantime.
- Cyndi asks if \$9,600 is feasible.
  - Matt informs the Committee an expense like this will need to be approved by the Selectboard, however, he expects they would be okay with the project.
  - Member Norm Davis asks if it is possible to pay for the project out of the current fiscal year's budget before the end of the year.

- Matt does not believe this will be possible, but he can look into it.
  - Vice-Chair Cyndi Robbins makes a motion to accept the proposal, seconded by Member Norm Davis. No Discussion.
- VOTE:            YES - 4                            NO - 0                            ABSTAINED - 1 (J. Letourneau, missed part of the discussion)

## **NEW BUSINESS**

### Business After Hours

- The Spring Business After Hours event will be held on June 16th from 5 PM to 7 PM and will be the first event in the remodeled Poland Spring Water Museum.
- Vice-Chair Cyndi Robbins has created and ordered postcards to be mailed out. Alex will get them out and track RSVPs.
- Cyndi got a liquor license for inside and outside of the building.

### Second Quarter Business Recognition Award

- Member Stacey Bsullak thought the decision was made to do this award twice a year instead of four times.
  - Member Sheila Foley agrees.
- This will be delayed until later in the year.

### Municipal Park

- Town Manager Matt Garside reports that a workgroup has been formed to begin the process of building a municipal park. This group will be meeting every Monday in May. The goal is to use donations and grant money to construct the park.
- Chair Jennifer Letourneau is wondering if anyone is interested in going to the weekly meetings for the municipal park. She attended the last meeting to get a better understanding of what they are trying to do. Meetings are held on Monday at 6:30 pm at the library.
  - Sheila will attend the meetings.

## **OTHER**

### Sewer Project Update

- Town Manager Matt Garside reports that late last week he got a call from the engineers for the sewer project stating that bidding for the project would be pushed until September. This means of course that the project would not be completed until next year. While the bid period was open two companies took out plans for the project and neither intend to submit a bid. The problem is the companies are unable to staff the jobs. They will put out the project in September in hopes that it will be more attractive to companies looking to schedule work for 2022.

## PCS Memorial

- Last fall Member Norm Davis was approached by a group of retired teachers from PCS. They would like to have an area where they can plant several trees as a memorial for retired PCS teachers.
- Town Manager Matt Garside wonders why RSU16 can't do that somewhere on the PCS grounds, and Norm does not think they had any interest.
- Matt suggests talking to Scott to see how this might fit into the new municipal park.

## RV Manufacturer

- Vice-Chair Cyndi Robbins has been in talks with the State who is helping someone who is looking for a large amount of land for a company that manufactured RVs. The good news is, because of that established relationship they reached out this week asking if Poland Spring Resort would host a mobile COVID vaccine unit. She will send something out as soon as a date is set.

## **ADJOURNMENT**

The meeting adjourns at 7:28 pm.

Recorded by: ALS

Accepted on: June 3, 2021.

# REPORTS



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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	18,016.46	142.20	38,625.74
<b>01 - PSB TIF 2</b>			<b>56,500.00</b>	<b>18,016.46</b>	<b>142.20</b>	<b>38,625.74</b>
5650 - CEDC EXPENSE			56,500.00	18,016.46	142.20	38,625.74
05/18/21	A 0624	BANNERS		1,663.90	0.00	
05/18/21	A 0624	DUES		275.00	0.00	
05/18/21	A 0624	LAKE ASSOC EXP		1,000.00	0.00	
<b>May</b>			<b>0.00</b>	<b>2,938.90</b>	<b>0.00</b>	<b>35,686.84</b>
<b>Expense.....</b>			<b>56,500.00</b>	<b>20,955.36</b>	<b>142.20</b>	<b>35,686.84</b>
<b>Division....</b>			<b>56,500.00</b>	<b>20,955.36</b>	<b>142.20</b>	<b>35,686.84</b>
<b>Department..</b>			<b>56,500.00</b>	<b>20,955.36</b>	<b>142.20</b>	<b>35,686.84</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>20,955.36</b>	<b>142.20</b>	<b>35,686.84</b>





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

June 2, 2021

Re: **May 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. Helms Brothers, a construction company, located at 137 Hackett Mills Road.
2. Abigail Hanks Arts, an artist, located at 513 White Oak Hill Road.

I was not notified that Helms Brothers wishes to receive CEDC benefits.

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

1. A Final Major Subdivision Application for Auburn Residential Development Corporation, an elderly housing development on Maine Street.

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

1. Camp Fernwood received an after the fact permit to build two (2) storage sheds, valued at \$10,000.00
2. Cyndi Robbins received a permit to install 22 new boat slips, valued at \$52,000.00.

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine

# **COMMUNICATIONS**

Northlight Electric, LLC  
PO Box 316  
Poland, ME 04274  
(207) 576-9141  
emily@northlightelectric.com  
www.northlightelectric.com



## INVOICE

### BILL TO

Matt Garside  
Town of Poland  
1231 Maine Street  
Poland, Maine 04274

INVOICE # 1652

DATE 05/26/2021

DUE DATE 06/25/2021

TERMS Net 30

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### JOB TITLE

Pole Brackets and Banners

DATE	ACTIVITY	DESCRIPTION	AMOUNT
05/25/2021	<b>Journeyman and Apprentice</b>	2 Men & Bucket truck	1,600.00
05/26/2021	<b>Journeyman and Apprentice</b>	2 Men & Bucket truck	800.00

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BALANCE DUE

**\$2,400.00**





5 Bluebird Drive  
Poland, ME 04274  
207-240-0458  
drew@gmacgraphics.com

# Invoice

INVOICE # 40121CR  
DATE: MAY 29, 2021

**BILL TO:** Cyndi Robbins  
Poland Spring

Due upon receipt

JOB	QTY	TOTAL
<b>Artwork for banners (4 total)</b>	-	\$500.00
	-	

**Total: \$500.00**

**THANK YOU FOR YOUR BUSINESS!**

**NEW BUSINESS**



# Maine finally to get its bicentennial parade – a year late

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[pressherald.com/2021/05/26/maine-finally-to-get-its-bicentennial-parade-a-year-late/](https://pressherald.com/2021/05/26/maine-finally-to-get-its-bicentennial-parade-a-year-late/)

Associated Press

May 26, 2021



AUBURN — The bicentennial parade that will celebrate 200 years of Maine statehood will finally take place in August after a long delay caused by the coronavirus pandemic.

The Maine Bicentennial Commission said Tuesday the State of Maine Bicentennial Parade Presented by Poland Spring will take place on Aug. 21 in downtown Auburn and Lewiston. The event was originally slated for spring 2020. The delay means Maine will actually be 201 years old during the event.

Event planners “are very excited that the pandemic response has progressed to point that will now allow us to share the excitement of this event with people throughout Maine,” said the bicentennial commission chairman, Democratic Sen. William Diamond.

The parade is among numerous bicentennial events that were postponed by the coronavirus pandemic. The commission said more details about the plans for the event will be released when the parade date nears.

[« Previous](#)

[New Children’s Museum & Theatre at Thompson’s Point to open June 24](#)

[Next »](#)

[Man to serve 8 years in prison for Waterville drive-by shooting that injured 7-year-old girl](#)

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