

**Rockland Economic Development Advisory Committee Meeting
January 6, 2011 – Rockland City Council Chambers**

Present: Committee Members – Frank Isganitis, Chair; Pinny Beebe-Center, Joanne Billington, Jeff Charland, John Jeffers
Ex Officio – Shari Closter and Robin McIntosh, PenBay Regional Chamber of Commerce; Rodney Lynch, Community Development Director
Rockland Main Street – Lorain Francis, RMS Inc.
Knox/Waldo Regional Economic Development Council – Justin Holmes
City of Rockland – Mayor Brian Harden; City Manager Rosemary Kulow; Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by the Chair. On a motion by Joanne, seconded by Pinny the Committee unanimously approved the November 18, 2010 minutes.
2. Review 2011 CDBG Community Enterprise grant application – Rodney requested the Committee's support of the application. He explained that the City would be applying for a \$150,000 grant to fund a Business Façade Improvement Matching Grant Program along Main Street. He said Rockland Main Street had been very helpful in pulling together information for the application and that he received 22 Letters of Intent from owners / businesses interested in participating. Materials pertaining to the grant application had been delivered to the Committee prior to the meeting.
 - Having read the application materials and discussing the project at their January 6, 2011, meeting, the Rockland Economic Development Advisory Committee on a motion by John, seconded by Joanne, unanimously approved submission of the application.
3. Review proposals for Architectural Services for the Business Façade Improvement Matching Grant Program – The City received 4 responses to its RFP. After a review by City staff, it was determined 3 proposals met the criteria under the RFP. It was agreed that the Committee would interview the 3 firms that submitted acceptable proposals. The firms will be asked to meet with the Committee on January 28 in the City Council Chambers; Ann will arrange the meeting.
4. Communities for Maine's Future grant application – Rodney presented the Committee with a conceptual plan for the renovation of the Thorndike Block Parking Area. This plan will be the basis for an application for a CMF grant.
 - On a motion by Joanne, seconded by Jeff, the Committee unanimously accepted the conceptual design.
5. REDAC/CEDAC meeting – The Committee agreed to meet with representatives from Camden and Rockport to on Monday, February 28, to discuss economic development issues. The Committee will hold its own meeting at 4:00 and then travel to Camden for a 5:30 meeting.
6. Virtual Economic Development Department – Robin, Justin and Ann will meet next week.
7. City Manager's Report – Rosemary reported: The City Council has begun to discuss the budget; it will be a challenging budget due to decreased revenue sharing from the State, but

the City looks to create efficiencies to address some of these issues. The City Council is discussing potential uses for the MacDougal School now that it has reverted to the City. The Harbor Park Redesign Committee would like to undertake an engineering study of the Park. And there appears to be interest in the South End property owned by the Passamaquoddy.

8. Economic Development Report – Justin Holmes was introduced as the new KWRED Executive Director and he will be attending future EDAC meetings.
9. Rockland Downtown Report – Lorain reported 315 Main Street had been sold.
10. PenBay Regional Chamber of Commerce Report – Robin submitted a written report of Chamber activities.
11. Community Development Report – Issues discussed earlier in the meeting.
12. Next Meeting – The Committee will hold a short meeting on Monday, February 28, at 4:00 PM in the City Council Chambers and then travel to Camden for a 5:30 PM meeting with Camden and Rockport representatives.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
March 24, 2011 – Rockland City Council Chambers**

Present: Committee Members – Joanne Billington, Warren Bodine, Jeff Charland, John Jeffers, Tina Plummer
Ex Officio – Robin McIntosh, PenBay Regional Chamber of Commerce; Rodney Lynch, Community Development Director
Rockland Main Street – Lorain Francis, RMS Inc.
City of Rockland – Mayor Brian Harden; City Councilor Will Clayton; City Manager Rosemary Kulow; Ann Matlack, Assistant to the City Manager
Members of the Public – Frank Isganitis

1. The meeting was called to order at 4:00 PM by Frank Isganitis. Mayor Harden explained to the Committee that Frank had resigned from the Committee but had remained as Chair until his replacement could be appointed. The City Council then decided to increase the membership of the Committee from 5 to 7. This will be Frank's last meeting as a Committee member, and Ria Biley, Warren Bodine and Tina Plummer have been appointed to the Committee.

On a motion by Joanne, seconded by Jeff the Committee unanimously approved the January 6, 2011 minutes.

2. Election of Officers – postponed until later in the meeting.
3. Discussion: Potential re-use of Wal-Mart's Rockland site – At the request of the City Manager, the Committee has been asked to weigh in on what they might like to see at this site when Wal-Mart moves to a larger site in Thomaston (as has recently been proposed). The City Manager suggested enlisting the services of Justin Holmes of KWRED to market this site on behalf of the City. Concerns expressed by Committee members included having the site sit vacant for an extended period and not having any input on who the next tenant or owner of the site might be. The Committee also suggested a list of other available sites be developed.
 - On a motion by Jeff, seconded by Joanne, the Committee unanimously recommended that the City Manager contact KWRED and ask that Justin look at how Wal-Mart has handled similar sites in other communities and determine how the City might work with Wal-Mart to present ideas and proposals for re-use of this property.
4. City Manager's Report and Update – Rosemary reported:
 - The position of Community Development Director had not previously been certified by the City Council and she would be requesting that the Council do so now that Rodney will be retiring and a new Community Development Director will be hired; and that the department will now be called the Department of Economic & Community Development.
 - The City will be hosting a public information session on PACE, which is part of the Efficiency Maine Trust.
 - The Maverick Street Sewer Connection Project is underway and should be completed later this spring. Also, a variety of other sewer projects funded by a sewer bond will go out to bid by the end of April or beginning of May.
 - The preliminary design for a re-designed Harbor Park will be presented to the City Council by Councilor Hebert at the April Council meeting.

- Gateway 1 has been de-funded by the new Governor.
 - Public Works has completed a Pavement Management Plan so that the condition of all City roads can be monitored and repairs scheduled as required.
 - Rosemary will be lobbying Maine DOT to schedule work on Union and Main streets.
 - The organizers of Rockland Outdoor Adventure Park (ROAP) will give a presentation to the Council in May.
 - The engineering evaluation of the Community Building has been completed, as have the Tillson District Infrastructure Plan and the Waterfront Area Redevelopment Plan; these plans will be presented to the City Council in March.
5. Economic Development Report – Justin Holmes was unable to attend the meeting, but sent the Committee a memo on recent KWRED activities.
 6. Rockland Downtown Report – Lorain and Jeff reported on the recent Second Annual Rockies. Awards went to Rodney and the City for their efforts in improving the downtown through the years; to the businesses in the north end of Main Street for their joint work to extend Main Street beyond Limerock Street; to the volunteer gardeners who have made the Downtown a more beautiful place to visit and work; and to Beth McKinney, for her design of a new Rockland Main Street logo and its many variations. Lorain also reported RMS had received a \$9,000 Green Downtown Grant that can be used for work on the Harbor Trail; work on Winslow-Holbrook will begin soon; Dan Curtis, an intern in the Community Development Department, has been working with RMS to complete a spreadsheet on Downtown spaces; and the annual Downtown Conference will take place June 9 in Lewiston (historic preservation) and June 10 in Skowhegan (annual conference).

Brian advised the Committee that the Assessor has determined the Downtown area is undervalued in comparison with the rest of the City. The Assessor will be reassessing the Downtown next year.

7. PenBay Regional Chamber of Commerce Report – Robin reported the 2011 Business Expo was very successful, with 73 exhibitors and more than 600 attendees. She also reported there will be several merger meetings over the next couple of months between the PenBay Chamber and the Camden-Rockport-Lincolnville Chamber; a vote to merge will take place June 23.
8. Community Development Report – Rodney reported:
 - The City has submitted 3 CDBG grant applications to the state: Public Infrastructure (Lindsey Brook), Downtown Façade, and Housing Assistance.
 - The Streetscapes project will be up and running again soon. Also, the City has been advised that Maine DOT has agreed to fund additional catch basin work at the Ferry Terminal.
 - He was working on the Harbor Trail plan with a landscape architect from Wright-Pierce.
 - He was working on a Communities for Maine's Future grant application for the Thorndike Parking Area, possibly in conjunction with the developer of the Thorndike Building; the due date for this grant application is July 1.
9. Other – Frank recently attended the Sea Trade Conference in Florida. He said several cruise ships were interested in making calls in Rockland but because it is not a "Class A" port with a permanent Customs & Border Patrol presence, they will not be coming to Rockland soon. Amy Powers of Cruise Maine has suggested initiating contact with Maine's Senators to discuss how to bring customs to Rockland.

2. Election of Officers – The Committee held its annual election of officers.

- Joanne nominated Jeff Charland to be Chairman, and John seconded the motion. By agreement of the Committee, the motion was amended to read Jeff Charland was nominated to be Chairman and Joanne Billington was nominated to be Vice Chairman. The Committee voted unanimously approved this slate of officers.

Mayor Harden advised the Committee that Will Clayton will be the liaison to the Committee from the City Council.

10. Next Meeting – The Committee will meeting Thursday, April 28, at 4:00 PM in the City Council Chambers.

On a motion by Warren, seconded by Tim, the meeting adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
April 28, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Ria Biley, Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Shari Closter and Robin McIntosh, PenBay Regional Chamber of Commerce; Rodney Lynch, Community Development Director
Rockland Main Street – Lorain Francis, RMS Inc.
KWRED – Justin Holmes
City of Rockland – City Manager Rosemary Kulow; Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. On a motion by Tina, seconded by Ria the Committee unanimously approved the March 24, 2011 minutes.
2. Review of Meeting with Camden Community Economic Development Advisory Committee (CEDAC) – Jeff will contact CEDAC to invite them to attend May EDAC meeting to discuss projects to be worked on together. Rosemary suggested the 2 groups identify common interests to be worked on together, and that they set goals that can be accomplished.
3. City Manager's Report and Update – Rosemary reported:
 - The City had received 24 applications for Community Development Director. The Personnel Board would be interviewing candidates for the position soon and the City Manager hoped to be able to make a job offer by the end of June.
 - A forum on the new Economic Development District alignment would be held later in the evening at the Knox County Courthouse. Once the EDDs are realigned, Knox County will not longer fall within the EMDC area and will instead become part of the Midcoast EDD (McEDD), along with Lincoln and Sagadahoc counties and Brunswick.
4. Economic Development Report – Justin reported:
 - He has asked representatives from EDAC, CEDAC, Rockport and Belfast to participate on the KWRED Marketing Committee
 - He has arranged a Lending & Access to Capital Form to be held May 24 at the Camden Opera House.
 - The Town of Union has agreed to submit a CDBG application for a Technical Assistance grant to fund a “virtual economic development department” for the Midcoast.
5. Rockland Downtown Report – Lorain reported:
 - “So You Think You Know Maine” was a resounding success and she was working with Paul Sullivan and the Rockland Historical Society to make local history more accessible for people in Rockland.
 - She has 6 businesses that want to locate in Rockland but she is having trouble placing them.
 - There have been several changes along Main Street:
 - 313-315 is under renovation: Rustica is staying, but the other 2 stores are gone
 - Rock Coast has sold the books business and will concentrate on coffee
 - Black Bull has ceased operations
 - Seagull Cottage has expanded into the adjacent open space (Ravishing Recalls)
 - Planet Toy will be re-opening but with a new shared space concept
 - The Boathouse will re-open as Archer's, with Lynn Archer leasing the space
 - The Pearl will re-open in May

6. PenBay Regional Chamber of Commerce Report – Shari said the consolidation vote for the PenBay and Camden/Rockport/Lincolnville chambers will take place June 22 in the Rockland District High School auditorium at 6:00 PM. Robin distributed her written report.
7. Community Development Report – Rodney reported on the following projects:
 - Downtown Streetscapes
 - Downtown Façade Grant
 - Summer Street Interceptor project
 - Communities for Maine’s Future grant application
 - Expansion of Downtown Historic District
8. Other – Jeff recommended the Committee set a couple of specific tasks or goals for the next 12 to 24 months that could be accomplished. Among the ideas were working with CEDAC and Rockport on the economic development website; whether or not the City could work with Wal-Mart on redevelopment of the Rockland site; and implementation of the Downtown Façade Program.
9. Next Meeting – The Committee will meet Thursday, May 26, at 4:00 PM in the City Council Chambers. Following this meeting, the Committee will meet with representatives from CEDAC and Rockport in the Rockland City Council Chambers.

On a motion by Ria, seconded by Tina, the meeting adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
May 26, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Pinny Beebe-Center, Joanne Billington, Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Shari Closter and Robin McIntosh, PenBay Regional Chamber of Commerce; Rodney Lynch, Community Development Director; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Mayor Brian Harden; City Councilor Will Clayton; City Manager Rosemary Kulow; Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. Two corrections were noted for the March 24, 2011 minutes: Under the Rockland Downtown Report, the name of the event was “So You Think You Know Rockland”; and the name of the books/coffee business is Rock City. On a motion by John, seconded by Tina the Committee unanimously approved the March 24, 2011 minutes as amended.

2. Monthly Reports
 - City Manager – Rosemary reported: the City Council has preliminarily approved the FY 2012 budget and will adopt the final budget on June 22; the Maverick Street sewer connection project is substantially complete; the Solid Waste Facility will be expanding its composting capacity; interviews for Community Development Director have been scheduled; the Summer Street Interceptor project is moving forward and should be underway by September; the City is looking for a tenant for the building at Snow Marine Park formerly known as “Sharpie’s Shack”; the City received advantageous grant funding and loan financing from HUD, and the city-wide Wastewater System Improvement projects has gone out to bid; and the South Thomaston Lions Club scraped and painted the flower basket poles along Park Street.
 - PenBay Regional Chamber of Commerce – Shari reported that while visits to the Chamber website were down over last year, this is apparently the result of a change in algorithms used by Google rather than a decrease in general traffic to the site; there will be general meetings June 9 of both the PenBay and Camden/Rockport/Lincolnville to discuss combining the Chambers, and a vote will take place June 23, including a vote on a new name for the combined chambers.
 - Rockland Main Street – Lorain reported: the Maine Downtown Conference will be June 9 in Lewiston and June 10 in Skowhegan; “Midcoast Maine Has Talent ... or Not!” a fundraiser to benefit Rockland Main Street will be held June 9 at the Strand; Summer Solstice is June 18. Jeff and Lorain attended the national Downtown Conference in Des Moines, Iowa, and reported: Rockland compared favorable with other larger and smaller communities; the National Trust is developing a new program called Maple Street, which will use the Main Street model to assist neighborhoods
 - KWRED – Justin was unable to attend the meeting.
 - Community Development Department – Rodney reported: the City received a \$300,000 grant to renovate and substantially rehabilitate multi-family housing units; the Letter of Intent for the Communities For Maine’s Future (CFMF) grant application is June 3, a presentation will be made to the City Council June 6, the City Council will vote on submitting the application June 13 and the application is due, pending approval of the Letter of Intent, on July 1; and the Harbor Trail Master Plan will presented at a public information session on June 23.

Rodney requested support from the Committee for the CFMF grant application. Jeff stated that due to a concern for the potential of a conflict of interest, he would not present REDACs support of the Thorndike Parking lot project at the upcoming council meeting. Further discussion of the application was postponed until June 6 due to the lateness of the meeting.

3. 2011 Downtown Façade Program Guidelines – Discussion of the guidelines was postponed until June 6 due to the lateness of the meeting.
4. Discussion of Committee Tasks or Goals – reserved for future meeting.
5. Other – there was no other discussion.
6. Next Meeting – The Committee will meet Monday, June 6, at 4:00 PM in the City Council Chambers to discuss the 2011 Downtown Façade Program Guidelines. The next regularly scheduled meeting will be Thursday, June 23, at 4:00 PM in the City Council Chambers.
7. Meeting with Camden Community Economic Development Advisory Committee.
8. The joint meeting adjourned at 7:00 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
June 6, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Pinny Beebe-Center, Joanne Billington, Tina Plummer
Ex Officio – Rodney Lynch, Community Development Director;
City of Rockland – Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. The purpose of the meeting was to continue discussions from the May 23 meeting.
2. Discussion of 2011 Downtown Façade Program and appointment a sub-committee to develop guidelines, selection criteria, an application and a timeline for the program – The Committee determined that the selection criteria should emphasize projects that:
 - Address Life Safety Code and accessibility issues.
 - Reflect the recommendations of the 2009 Downtown Revitalization Plan.
 - Submitted Letters of Commitment in support of the CDBG application.
 - Have a significant impact on the Downtown and add to its beautification.
 - Invest significantly more funds than the required 1:1 match.

Due to the limited funding available for architectural services, additional consideration would be given to those projects that did not require assistance from Denis Lachman Architects.

Jeff stated that due to a concern for the potential of a conflict of interest, he would not participate in the sub-committee.

Pinny, Joanne and Tina volunteered to serve on the sub-committee that will develop the guidelines, with assistance from Ann. The sub-committee will meet Tuesday, June 14, from 4:30 to 6:30 PM at City Hall.

3. Continued discussion of Communities For Maine's Future grant application.
 - On a motion by Joanne, seconded by Tina, the Committee offered its support of the Communities For Maine's Future grant application for the purpose of rehabilitation of the Thorndike Parking Lot. It was felt that the project would be beneficial to local economic conditions, as well as provide a safer environment for Downtown residents, employees and visitors. A letter will be prepared for inclusion in the application.
4. On a motion by Tina, seconded by Pinny, the meeting adjourned at 5:00 PM.
5. Next Meeting – The Committee will meet Thursday, June 23, at 4:00 PM in the City Council Chambers.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
June 23, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Pinny Beebe-Center, Joanne Billington, Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. On a motion by Joanne, seconded by Tina, the minutes from the May 26 and June 6 meetings were approved unanimously.
2. 2011 Downtown Façade Program Guidelines. The Committee reviewed the Guidelines prepared by the Working Group, which included Vice Chair Joanne Billington, Pinny Beebe-Center and Tina Plummer. It was recommended the Guidelines be revised to indicate the Mandatory Meeting would include those businesses that had submitted their Letters of Commitment by the September 2010 deadline; and that no bills for work would be accepted prior to completion of the review by the Office of Historic Preservation.
 - On a motion by Joanne, seconded by John, the Committee unanimously voted to accept the Guidelines as revised.
3. Monthly Reports.
 - City Manager – Rosemary was unable to attend the meeting, but her written report was distributed to the Committee. Among other items, the City Manager reported that a new Community Development Director had been hired; Audrey Lovering will begin working for the City on July 6.
 - PenBay Regional Chamber of Commerce – Robin distributed her written report. She reported that the memberships of the Penobscot Bay Regional Chamber of Commerce and the Camden-Rockport-Lincolnvilve Chamber of Commerce overwhelmingly approved combining the two chambers into one. As of August 1, the name of the new combined chamber would be the Maine Coast Regional Chamber of Commerce.
 - Rockland Main Street – Lorain reported Summer Solstice was a tremendous success and that the Downtown businesses had a great evening. Jeff congratulated the Rockland Police Department for their very professional presence during an event that brought more than 5,000 people to Main Street.
 - KWRED – Justin was unable to attend the meeting. Jeff reported that KWRED would be changing its name to the Maine Coast Economic Alliance, a name that better reflected the work being done and the area being served.
 - Community Development Department – Rodney was unable to attend the meeting. The Committee asked that Rodney be thanked for his many years of service to the City of Rockland. It was also reported the Downtown Historic District would be expanded and that a press conference would be held July 22 at City Hall and Downtown to let folks know this was happening; and that the Historic Tax Credits had been extended by the Maine State Legislature.
4. Discussion – Committee Tasks or Goals. Jeff asked the Committee to prepare a list of Tasks or Goals to be accomplished this year. The list should be short and pertinent, so that the

Committee could point to specific accomplishments during the year. Among the items listed were:

- Continued administration of the Streetscapes project;
- Addressing vacant buildings in the City, including the (soon to be vacant) Wal-Mart, the gas station at the Maverick Square (Harry French's property), and the stretch of Camden Street from Maverick Square to Wal-Mart;
- Continued collaboration with Camden and Rockport on economic development issues, and including Thomaston in these discussions;
- Workforce housing and enhancing the quality of life in Rockland;
- Creating a rising tide for all rather than a tsunami for some; and
- Developing a Mission Statement (Ann will check the files to see if the Committee already has one).
- Also suggested were inviting guest speakers to the meetings and rotating meeting locations so the Committee could visit local and regional businesses.

5. Other. The Committee congratulated Robin on her recent marriage.

6. Next Meeting. The Committee will meet Thursday, July 28, and Thursday, August 25, at 4:00 PM in the City Council Chambers.

7. Adjourn. On a motion by Pinny, seconded by John, the Committee adjourned at 5:00 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
July 28, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Pinny Beebe-Center, Ria Biley, Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Rosemary Kulow, City Manager; Audrey Lovering, Community Development Director; Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Mayor Brian Harden, City Councilor Will Clayton, Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. On a motion by Tina, seconded by Pinny, the minutes from the June 23, 2011 were approved unanimously.
2. Monthly Reports.
 - PenBay Regional Chamber of Commerce – Robin reported: the 2 local chambers would be officially combined as of August 1, though there will be no name change at this time; there were varying reports about how the summer season was going, with some businesses up and some down from last year
 - Rockland Main Street – Lorain reported: Downtown businesses had been reporting a good July; an announcement would be made Friday on the expansion of the Downtown Historic District; the State Historic Tax Credits legislation has been extended for 10 years; the results of the Communities for Maine's Future applications had been postponed until mid-September; the Streetscapes project had been closed down for the summer; the Historic Society has developed a Walking Tour of Main Street, hosted by Anne Morris.
 - Community Development Department – Audrey reported: there were 13 grants open; the City had received a Quality Communities' grant for sidewalks at the Recreation Center; the City had received a \$10,000 Achieve Grant for the Harbor Trail; an application to the National Park Service was being prepared, which would provide grant-writing services; and UMaine Augusta had asked the City to allow several students in the architecture program to work on their senior projects in Rockland.
 - City Manager – Rosemary reported: the City-wide Wastewater Systems Improvement projects would begin August 1; representatives from the City and Knox County would meet with US Customs & Border Patrol to discuss a change in port classification for Rockland; the Comprehensive Planning Commission and the Planning Board would meet jointly on August 22 to discuss the potential for re-zoning 166 New County Road and to prioritize Gateway 1 within the Comprehensive Plan; the Harbor Park Redesign Committee will meet August 21; the City Council will discuss time limits on parking near the Ferry Terminal; the snack bar at Snow Marine Park may be leased to Conte's; the Parks Commission is working toward becoming a Tree City USA community; it has been suggested that the street behind 399-449 Main street be named Kimball Lane; mobile vendors has become an issue in the City and the City Council will be discussing this; and the Council had adopted a modified sidewalk ordinance.
3. 2011 Downtown Façade Program – Audrey and the Working Group will meet to further discuss and refine the Guidelines for this program.
4. Discussion – Committee Tasks or Goals. Jeff prepared an outline of the Committee's discussion, as follows:

- **Facade Grant:** REDAC is already committed to this project. Much of the work will be completed by staff and the Facade task force. I look to staff for leadership on the role of the committee and task force. It is important to note that this project seeks to strengthen existing businesses.
- **Collaboration with CEDAC, Rockport and potentially Thomaston:** We've committed to the other communities. With these groups we will:
 - Attend regular joint meetings
 - Send representatives to CEDAC meetings?
 - Investigate public transportation
 - Develop online resources on doing business in the midcoast, including documenting commercial properties

After those items that we've already committed ourselves, we continue to discuss several other issues that fit neatly in two categories:

- **Filling available commercial properties:** For example - Wal Mart and old filling station on that property, Dow Furniture, McDugal, etc.
 - This will first require us to determine what we'd like to see in these spaces (e.g. what do we want at the McDugal site - housing, low income housing, commercial)
 - It may require bringing in other agencies. For example, we may bring DEP for consult on several sites.
 - We may need to assign a small task force to work on the Wal Mart property.
- **Social Issues:** We've acknowledged the impact of social issues such as education and quality affordable housing to sustained economic growth. Possible efforts include:
 - Partnering with Rockland Main Street to bring the Maple Street Program to Rockland.
 - Partner with RSU 13, Many Flags, Region 8, etc., to create a public conversation about education and economy.
 - Invite area nonprofits to make brief presentations to REDAC to teach us about how we can act.

This is an ambitious agenda. It is well aligned with our 2010 goals and will likely need to remain in place for multiple years.

5. Other. There was no other discussion.
6. Next Meeting. The Committee will meet Thursday, August 25, at 4:00 PM in the City Council Chambers, followed by a joint meeting with representatives from Camden and Rockport – and potentially Thomaston – at 5:30 PM in Rockport. The Mayor requested that the Committee hold its business meeting in Rockland to ensure the public could participate and then go to Rockport to meet with the other communities.
7. Adjourn. On a motion by Ria, seconded by Tina, the Committee adjourned at 5:50 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
August 25, 2011 – Rockland City Council Chambers**

Present: Committee Members – Jeff Charland, Chair; Joanne Bilington, John Jeffers, Tina Plummer
Ex Officio – Audrey Lovering, Community Development Director; Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
Maine Coast Economic Alliance – Justin Holmes
City of Rockland – Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chairman Jeff Charland. It was noted that in the August minutes under “Filling Available Properties”, McDougal School was spelled incorrectly. On a motion by Joanne, seconded by John, the minutes from the July 28, 2011 meeting were approved unanimously as revised.
2. Monthly Reports.
 - City Manager – Rosemary was unable to attend and there was no report from the City Manager.
 - PenBay Regional Chamber of Commerce – Robin reported: the Chamber is looking for a new events coordinator as Tiffany Strong has left; the merger of the two chambers was progressing smoothly; a golf tournament was scheduled for Friday evening; and the annual online auction was underway.
 - Rockland Main Street – Lorain reported: in anticipation of the Wastewater Improvements Project moving to Main Street, she had been reaching out to all businesses, residents and property owners in the Downtown to advise them of the work that would begin September 19; and that she would be taking part in the Main Street retreat in the coming weeks.
 - Community Development Department – Audrey reported: the Downtown Façade and Summer Street Interceptor projects, funded with CDBG funds, had completed the Environmental Review phase and were moving forward; two bond questions would be on the November ballot in Rockland: one for the Recreation Center and one for a new Public Works Facility; the Harbor Trail Committee is working to create a public/private partnership to fund the Harbor Trail from Atlantic to Mechanic Street, with a potential start date of Spring 2013; and Midcoast Magnet is applying for a grant from the Maine Arts Commission and was seeking support from the Rockland Economic Development Advisory Committee.
3. 2011 Downtown Façade Program – Audrey and the Working Group have added a scoring rubric to the program guidelines for determining which projects get funded and will meet again on September 22 to discuss the recapture clause requested by the DECD Office of Community Development. A workshop with program participants will be held in October.
4. Discussion of Committee Tasks or Goals – This topic was postponed since the Committee would be traveling to Rockport by 5:30 PM to meet with representatives from Camden, Rockport and Thomaston to discuss regional economic development ideas.
5. Other – Jeff told the Committee that Many Flags/One Campus was putting together a Community Forum entitled “Education Reform – An Economic Imperative for Midcoast Maine” and requested support from the Committee to serve as co-hosts for the event. The Forum will be held Monday, October 3, from 6:00 to 8:00 PM at the Strand, and will feature

speakers including Governor Paul LePage; Laurie LaChance, President and CEO of the Maine Development Foundation; Alan Hinsey, Executive Director of Many Flags; and a panel discussion featuring Education Commissioner Steve Bowen, with Don Carrigan as moderator.

- On a motion by Joanne, seconded by Jeff, the Committee voted 3-1 (Joanne) to serve as co-hosts for the Community Forum on Education Reform.

Jeff requested support from the Committee for Midcoast Magnet's Letter of Intent to apply for a CC=ED Grant in the amount of \$50,000. CC=ED means Creative Community Equals Economic Development. A joint letter would be submitted by the Committee, the Camden Community Economic Development Advisory Committee and the Rockport Planning and Community Development Office.

- On a motion by Joanne, seconded by Tina, the Committee voted unanimously to support Midcoast Magnet's Letter of Intent.

The Committee was advised that Lee Karker of Coastal Trans and Tim Sullivan will hold a community forum on transportation issues Tuesday, October 4, at noon in the Rockland Public Library.

6. Next Meeting. The Committee will meet Thursday, September 22, at 4:00 PM in the City Council Chambers.
7. Adjourn. On a motion by John, seconded by Tina, the Committee adjourned at 5:00 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
September 22, 2011 – Rockland City Council Chambers**

Present: Committee Members – Joanne Billington, Vice Chair; Pinny Beebe-Center, Ria Biley, John Jeffers, Tina Plummer
Ex Officio – Audrey Lovering, Community Development Director; Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Will Clayton, City Council; Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Vice Chair Joanne Billington. On a motion by Tina, seconded by John, the minutes from the August 25, 2011 meeting were approved 4-0-1, Pinny abstaining.
2. Old Business.
 - A. Updates.
 - City of Rockland – Audrey reported the regional community and economic development directors from Rockland, Rockport, Camden and Belfast are meeting regularly. Their first joint effort was bringing together representatives from the boating industry to discuss their business needs. The businesses in general were looking to hire, but are finding a lack of basic work skills and also a need for employees who want to take on more managerial tasks. She said she also met with Beth Fisher at Midcoast School of Technology and was very impressed with the programs offered there and would be reaching out to them on projects as come up. She also reported: the City will hold a charette October 17 at City Hall to discuss the McDougal School, with Craig Freshley facilitating the discussion; she met with a manufacturing business interested in coming to Rockland, however, there is only 1 building for sale in the industrial park; Yachting Solutions is expanding their business into Rockland at the former Lewis Marine site on New County Road; and there will be an open house at the Public Works Facility on October 1. She also reminded the Committee of the going away party for Rosemary Kulow on September 28 at the Landings Restaurant.
 - PenBay Regional Chamber of Commerce – Robin provided a written report on Chamber activities and reminded the Committee that the annual on-line auction was underway.
 - Rockland Main Street – Lorain reported a retail business was looking for space on Main Street, but there were no openings; businesses on Main Street had gotten together and posted a sign so visitors and customers would know the shops were open; there would be a yard sale/sidewalk sale led by the Puffin Shop; and preparations for the Festival of Lights were underway.
 - Maine Coast Economic Alliance (MCEA) – Justin was unable to attend the meeting.
 - B. Grants in Progress – Downtown Façade Program and Communities for Maine’s Future. Audrey reported Denis Lachman would be meeting with applicants for the Downtown Façade Grant Program on October 16 at City Hall. Denis and Audrey would explain the application process to those who had submitted Letters of Interest last year, with a due date for applications of October 21. The City received \$400,000 for one of 11 CMF grants awarded recently. The next phase would be for the City and its partner, the

Thorndike Building, to prove financial capacity to proceed with the project. And, Midcoast Magnet has submitted a regional application for a CC=ED (Creative Community equals Economic Development) grant; the Committee provided a letter for support for the application in conjunction with Camden CEDAC and Rockport.

- C. Committee Tasks or Goals. The Committee has agreed to focus on Camden Street from Maverick Square to the Rockport town line as their task for the near future. With Wal-Mart closing its Rockland store in the next year or so and other businesses closed or closing (perhaps a grocery store or a big box store), the Committee would like to be proactive in developing a vision for that area of the City. Ann will provide a map of the area, including zones, along with a list of businesses along that route.
- D. October 4 Regional Transportation Discussion at Rockland Public Library. The Committee was reminded of the upcoming meeting.

3. New Business.

- A. Resignation of Chair and appointment of new Chair – Jeff Charland has resigned from the Committee, and Joanne agreed to serve as Chair.
 - B. Names to be submitted to Mayor of possible new member to replace Jeff Charland on Committee – The Committee would like to see someone with an education background as this is seen as an area of great importance for the improvement of the economic condition of the City.
4. Other – A reminder of the Education Forum on October 3 at the Strand. The Governor will be attending, as will the Commissioner of Education and others who will discuss education in the Midcoast and the State.
5. The Committee will meet again on Thursday, October 27, at 4:00 PM in the City Hall Board Room.
6. The Committee adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
October 27, 2011 – Rockland City Council Chambers**

Present: Committee Members – Joanne Billington, Chair; Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Audrey Lovering, Community Development Director; Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Mayor Brian Harden (arriving at 4:40 PM); Will Clayton, City Council; Ann Matlack, Assistant to the City Manager

1. The meeting was called to order at 4:00 PM by Chair Joanne Billington. On a motion by John, seconded by Tina, the minutes from the September 22, 2011 meeting were approved 3-0-1, Warren abstaining.
2. Old Business.
 - A. Updates.
 - City of Rockland – Audrey reported she would be participating in a conference call next week on the Communities for Maine’s Future grant, to discuss moving forward with the project.
 - PenBay Regional Chamber of Commerce – Robin reported: Dan Bookham, Executive Director of the PenBay Regional Chamber, had been named Maine State Chamber Executive of the Year; Sarah Shepherd is the new Visitor and Hospitality Services Manager; the annual Chamber dinner will be held November 15 at the Samoset; the annual craft fair will be November 26 at the Samoset; and Christmas by the Sea in the Camden area will be the weekend of December 1-4.
 - Rockland Main Street – Joanne thanked Lorain for all her work in the Downtown, both on behalf of the Committee and personally. Lorain reported: she attended the Historic Preservation Conference in Buffalo, NY; the Trap Tree will be built Friday, November 18; the Festival of Lights will begin the day after Thanksgiving; and a TLC special on Extreme Christmas trees, including the Rockland Trap Tree, will be shown on a date in December TBD.
 - Maine Coast Economic Alliance (MCEA) – Justin was unable to attend the meeting. Audrey reported: MCEA had applied for a Grow Smart technical assistance grant to work on public transportation issues in the Midcoast; discussions on creating a foreign trade zone in the Rockland area, which might benefit FMC, among other area businesses, were taking place; and Camden has decided to expand its PR campaign on outside leisure activities from a local to a regional area, including Rockland.
 - B. Names to be submitted to Mayor of possible new Committee members – Several names were discussed and Committee members will confirm interest and submit names of interested individuals to the Mayor.
3. New Business.
 - A. Camden Street – Ann provided maps of the Camden Street area from Maverick Square to the Rockport town line, along with a list of businesses in that area. The Committee

would like to begin a dialogue with the owners/tenants in light of Wal-Mart opening a larger store in Thomaston, just south of the City. It was suggested that gateways be developed for Route 1, both north and south of the City, and for Route 17, coming from Augusta.

4. Other –
5. The Committee will meet again on Friday, November 18, at 4:00 PM in the City Hall Board Room.
6. The Committee adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
November 18, 2011 – Rockland City Council Chambers**

Present: Committee Members – Joanne Billington, Chair; Warren Bodine, John Jeffers, Tina Plummer
Ex Officio – Audrey Lovering, Community Development Director; Robin McIntosh, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Mayor Brian Harden (arriving at 4:30 PM); Ann Matlack, Assistant to the City Manager
Member of the Public – George Terrien

1. The meeting was called to order at 4:00 PM by Chair Joanne Billington. The minutes from the October 27 meeting were not available.
2. Old Business.
 - A. Updates.
 - Rockland Main Street – Lorain reported: the Trap Tree was up and Festival of Lights would take place next weekend; the RMS Design Committee was working with Audrey on public restrooms; the Design Committee was also working on a gateway for Maine Eastern Railroad passengers – there were about 9,000 passengers in 2011 and there is interest in creating a more welcoming and attractive reception for them.
 - PenBay Regional Chamber of Commerce – Robin reported: the newly combined Chamber magazine, “The Jewel of the Maine Coast”, was now available; and the Chamber was still working on consolidation issues, such as two websites and combining two staffs.
 - City of Rockland – Audrey reported: the Maine Department of Transportation has funds available for safety issues, such as sidewalks, crosswalks and catch basins; she attended a Slow Money conference in Belfast and will be working with the Knox County Health Coalition on both providing healthy foods to local residents and encouraging local dollars be used in support of local agriculture; and she will be working with the winners of the Juice Conference “pitch contest”, Evergreen Home Performance and Alternative Rock, both Rockland businesses, on leveraging additional funds.
 - Maine Coast Economic Alliance (MCEA) – Justin was unable to attend the meeting.
 - B. Camden Street – Ann provided expanded maps to the Committee, which now includes residential areas off Camden Street, along with information on the various zones within the designated area. It was suggested the Committee invite Jane LaFleur of Friends of Midcoast Maine to attend the December meeting to assist in developing the next steps in the process. Ann will contact Jane and advise the Committee on the date of the next meeting.
3. New Business.
 - A. Downtown Façade Program – Audrey reported that 13 properties had submitted requests totaling \$194,780; \$149,000 is available for grants. The ad hoc Working Group reviewed all applications and approved 6 fully funded applications and 6 partially funded

applications, and denied one application. A letter will be sent to all applicants, indicating the amount of funding they are to receive and advising them that grant-funding is contingent on paying their current taxes in full by the March due date.

B. RSU 13 Superintendent Search – It was recently announced that RSU 13 Superintendent Judith Lucarelli will be leaving in January. Since education has been identified by the Committee as an important economic development issue, Joanne suggested the Committee inquire about participating in the upcoming Superintendent Search, whether in providing a member to participate in the search or developing questions to be directed to superintendent candidates. Joanne will contact the RSU board, and Committee members are requested to submit questions they would like potential superintendents to answer.

4. Other – The Committee would like to invite local businesses to meet with the Committee beginning in February. A list of potential guests will be developed at the January meeting. Questions to be discussed will include:
 - a. What are local impediments to business?
 - b. What can the Committee do to help?

Ria Biley has resigned from the Committee, so there are now 2 openings. George Terrien has expressed interest in serving once again on the Committee, and his name will be forwarded to the Mayor to be appointed.

Also, the City Council will hold a public meeting Tuesday, November 29, at 6:30 PM in the Council Chambers on the upcoming City Manager Search. Consultants from Eaton-Peabody will be present to hear suggestions from the public on what attributes they would like to see in the next City Manager.

5. The Committee will meet again on Thursday, December 15, at 4:00 PM in the City Hall Board Room.
6. The Committee adjourned at 5:15 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee Meeting
December 15, 2011 – Rockland City Council Chambers**

Present: Committee Members – Joanne Billington, Chair; Pinny Beebe-Center, Tina Plummer, George Terrien
Ex Officio – Audrey Lovering, Community Development Director; Dan Bookham, PenBay Chamber of Commerce; Lorain Francis, Rockland Main Street, Inc.
City of Rockland – Mayor Brian Harden (at 5:00); City Councilor Larry Pritchett; Ann Matlack, Assistant to the City Manager
Members of the Public – Justin Holmes, MCDA; Jane LaFleur, Friends of Midcoast Maine; Terry Pinto

Committee Members Not Present: Warren Bodine, John Jeffers

1. The meeting was called to order at 4:00 PM by Chair Joanne Billington. There being no quorum at the beginning of the meeting, reviewing the minutes was postponed. Later in the meeting, on a motion by Pinny, seconded by Tina, the Committee voted 3-0-1 (George abstaining) to approve the minutes.
2. Old Business.
 - A. Updates.
 - Maine Coast Economic Alliance (MCEA) – Justin reported he was in the process of preparing a work plan for the upcoming year. He also told the Committee the regional community development directors group, which includes representatives from Rockland, Rockport and Belfast, along with MCEA and Midcoast Magnet, was meeting regularly. He explained to the Committee that he saw MCEA having a role with smaller communities and the islands, since the larger communities already have representation.
 - PenBay Regional Chamber of Commerce – Dan reported: Membership in the Chamber was growing in a balanced way, with 100-120 attendees at the after-hours in the Industrial Park and 300 attending the first combined annual meeting event; the Chamber would be working more closely with Rockland Main Street and the Camden downtown group; he planned to have a work plan for the combined Chamber in place by January.
 - Rockland Main Street – Lorain reported: the Festival of Lights drew an estimated 6,000 people to the Downtown; Karma Fly Design, soon to locate to Rockland, put together a short video on the Parade of Lights and a “shop local” piece; local merchants were reporting a 16% increase in sales over 2010, about the national average; and events were being planned for February, with a tie-in to the shop local video.
 - City of Rockland – Audrey reported: Denis Lachman will be meeting with Façade grant recipients in January to work on submissions to the State Historic Preservation Office; there is a need in Rockland for commercial/industrial space with short-term leases (less than the 3-7 years that is now the norm); she was planning to have \$10,000 available in the Community Development budget for economic development needs outside the Downtown, with funds to come from administrative fees for projects taking place within the Downtown; and Bangor Savings Bank may be expanding its Lemonade Stand Project to the Rockland area.

- B. Camden Street – Jane LaFleur of the Friends of Midcoast Maine spoke with the Committee about public engagement techniques and how to engage the public in discussions about the future of Camden Street, from Maverick Square to the Rockport town line. Jane provided materials on “Beyond the Code ... Other Ideas for Building Community,” “Place Making” and a couple of tools to promote community discussions. The Committee invited Jane to attend the January meeting (Thursday, January 26, at 4:00 PM), when she will give a more formal presentation. The Planning Board and Comprehensive Planning Commissions, along with Rockport representatives, will be invited to attend the meeting.
 - C. RSU 13 Superintendent Search – Joanne contacted Greg Hamlin, chair of the RSU 13 Board to inquire about participating in the upcoming Superintendent Search. She was advised that the School Board would be meeting January 5 at 5:00 PM to set the process for community involvement. George and John had provided questions the Committee agreed were representative of their views, and George agreed to attend the January 5 meeting to represent the Committee and present the questions.
3. New Business.
- A. CDBG Complaint Policy – By consensus, the Committee agreed the Complaint Policy for Community Development Block Grants as outlined in Policy Statement #13 by the Maine Department of Economic & Community Development would be used by the City of Rockland. The Committee members reviewed the Complaint Policy prior to this meeting.
4. Other – The Committee was advised that representatives from the Governor’s office would be hosting a presentation on natural gas on Monday, December 19, at 10:00 AM in the City Council Chambers. The presentation is open to the public.
5. The Committee will meet again on Thursday, January 26, at 4:00 PM in the City Hall Board Room. Ann will prepare a list of meeting dates for 2012.
6. The Committee adjourned at 5:30 PM.

Respectfully submitted,

Ann Matlack

**Rockland Economic Development Advisory Committee
2012 Meeting Dates
4:00 PM – Rockland City Council Chambers**

Thursday, January 26

Thursday, February 23

Thursday, March 22

Thursday, April 26

Thursday, May 24

Thursday, June 28

Thursday, July 26

Thursday, August 23

Thursday, September 27

Thursday, October 25

November – meeting date to be determined

December – meeting date to be determined