

***Town of York ~ Village Revitalization Steering Committee  
Meeting Minutes ~ June 22, 2017  
York Public Library ~ Wheeler Room***

***Present:*** Stu Dawson, Brent Drennan, Chris Hartwell, Dean Lessard, Bill Lord, Ron McAllister,  
Dan Poulin Don Rose, Dylan Smith, Pete Smith

***Absent:*** Stephen Carr, Toni DeSoto, Robert Palmer

***Guest:*** Leah Drennan

1. Chris Hartwell called the meeting to order at 10:07 am.
2. Meeting minutes for April 12<sup>th</sup> and May 19<sup>th</sup> were approved as written.
3. Chris agreed to check on whether Robert Palmer is our BOS representative in response to a question from Pete about who should be on our official roster.
4. Dean reported that the Maine DoT should be providing comments on our preliminary design within the next few days and approval of the PDR by the end of August. At this point, although they are requesting a few minor revisions, he doesn't expect any significant concerns. Once we get their response, Regina will be able to proceed with final design.
5. Ron asked about remaining available funds and Dean felt comfortable that there is enough to cover the remaining design phases. Additional funds will have to be released to cover the initial construction phase which includes the construction bidding documents.
6. Ron suggested that it might make sense to start the project somewhere other than the monument center area in order to reduce the initial disruption and gain the public's confidence early in the process. Dean noted that available funding will dictate the project sequence as the DoT is focused on public safety improvements rather than "revitalization and beautification," which might best describe our focus. Stu reminded us that his preference would always be to do the entire project all at once to maximize efficiency and minimize overall impact.
7. Stu wondered if the committee officially supports the idea of underground electric utilities. The response was unanimously in favor of doing as much as could be funded directly by the town. The concern is that there are several other capital improvements with priority in the town budget. Dean noted that a decision to include underground conduits has to be made before the final design and bid documents are completed.
8. Ron reported that he had spoken with the Economic Development Director(EDD) in Kennebunk about their experience in developing funds for their downtown restoration. He noted that they have a planning director, assistant planner and economic development director while York only has a planning director. Kennebunk utilized TIF district monies to fund a great deal of their projects. Ron thinks we need to create a Tax Increment Financing District for our village area. Dylan commented that TIF's are supported in York's Comprehensive Plan.
9. Ron made a motion that the committee develop a TIF district for the village and that we work out the details for doing so with the Board of Selectmen. Pete seconded the motion which passed unanimously.
10. Ron noted that the Kennebunk's EDD also talked about Community Development Block Grants (CDBG) and provided names of two contacts in Augusta that we could approach for more information. He also pointed out that we may want to consider using Rodney Lynch to support our TIF and CDBG efforts.

11. Dan reported that the Parking & Signage workgroup is planning to do a parking "inventory" to document specifics on parking usage by merchants, owners and residents. The plan is to send out a questionnaire followed up by face-to-face interviews. One concern is to avoid misinformation and be consistent by preparing each interviewer with "stock" answers to the most likely questions that interviewee's will ask. The workgroup also began developing an inventory of existing parking and directional signs.
12. Dean presented a sample of a "way-finding" sign that we will be able to create by designing the sign content on a computer and sending the digital design image to 3M who produces an actual size "film transfer" which is then adhered to an appropriate backing material and installed on a post or other support. This will allow us to produce signage for the village quickly and economically.
13. Our next regular meeting will be at 10:00am on Thursday, August 17<sup>th</sup> at the York Public Library.

Meeting adjourned at 11:15am

Respectfully submitted,  
Peter Smith, Secretary