

**CEDC Meeting**  
**May 2, 2019 – 6:30 PM**  
**Town Office Conference Room**



**Meeting Materials**

CEDC  
Thursday May 2, 2019  
6:30pm – Town Office Conference Room

**CALL TO ORDER**

- Guest acknowledgements
- Approve minutes
- Review financials

**NEW BUSINESS**

- Noreen Norton – TIF presentation
- Maine state bicentennial – December 31, 2020
- Elect officers
- BAH – send out postcards on May 20<sup>th</sup>, John Williams and Becky Conrad confirmed as speakers, get me lists of people you want invited, anything new?
- Banners – update on CMP, have poles been picked?
- Website and visitpoland.me – what should this look like?

**OLD BUSINESS**

**OPEN ISSUES/ OTHER**

**ADJOURNMENT**

# CEDC Meeting Minutes

For April 4, 2019 Meeting

## **CALL TO ORDER**

Chairperson Steve Robinson called the meeting to order at 6:30 PM with Members Ray Cloutier, Norm Davis, Cyndi Robbins, Jay Kiel, Jennifer Letourneau, and Stan Tetenman present.

### Guest acknowledgements

Guests present – Matt Garside, Tom Brennan, Joe Cimino, Walter Gallagher.

### Approve minutes

Cyndi Robbins moved to approve the meeting minutes from the March 7, 2019 meeting. Jay Kiel seconded the motion. Discussion: None    Vote: 7-yes 0-no

### Review financials – Matt Garside

Cyndi Robbins moved to approve the financials and invoices. Norm Davis seconded the motion. Discussion: None    Vote: 7-yes 0-no

## **NEW BUSINESS**

### Nestle Waters Sewer Discussion – Tom Brennan and Matt Garside

Tom Brennan from Nestle Waters spoke to the Committee. Mr. Brennan would like to form a small subcommittee to work together on water issues. Ray Cloutier, Cyndi Robbins, Joe Cimino, and Matt Garside agreed to be on the committee.

Also discussed was the proposed tax on Nestle Waters by the State. The Committee agreed to send a letter to various State Reps about the negative effects of this bill. Steve Robinson will put together a letter and send it to Sarah Merrill to put on letterhead and send out.

Cyndi Robbins moved to approve creating and sending a letter about this issue. Stan Tetenman seconded the motion. Discussion: None    Vote: 7-yes 0-no

### Business Survey and Survey Monkey

The Committee decided to pick their top ten questions from the list to be part of the online survey. Sarah Merrill will compile the questions, create the business monkey survey, and then send the survey to the Committee to comment on.

The hard copy version of the 2019 Business Survey will have all 17 questions, a cover letter which will include a note about not filling out the survey twice, and a postage paid return envelope. There will be a 15 day deadline for returning the survey.

### Banners

The banners arrived from the company and everyone likes them. The Committee would like to take a couple banners to the Town Meeting to show people. CMP has been emailed regarding starting the process of getting permission to hang the banners on the telephone poles.

Matt Garside will show the brackets to Adam and see if this is something he can put up.

The Committee would like the banners to go on the poles from the High School to Public Works.

#### BAH – new date; speakers

Becky Conrad is confirmed as a speaker at the BAH event on June 27, 2019. Steve Robinson will reach out to John Williams about also speaking at the event. The Committee agrees they should invite the LA Metro Chamber Board members.

The postcards will be sent out by May 20<sup>th</sup>. The Committee would like to invite area legislators and AVCOG to the event. Sarah Merrill has asked the Committee to send her the specific names and contact info for people they want invited so the correct people receive them in a timely manner.

#### Town Meeting prep

The Committee would like to be able to display the banners at Town Meeting as they will have a table set up with information.

#### Heritage Day

There will be lots of events including a 5k in memory of Deputy Dennis Sampson, bagpipes, color guard, inflatables, a zoo, vendors, and other entertainment. More volunteers are needed.

#### **OLD BUSINESS** - None

#### **OPEN ISSUES / OTHER ISSUES**

- Cyndi Robbins had a meeting with Matt Garside and Nikki Pratt about the town website and getting visitpoland.me on there. The Committee needs to figure out what they want on these sites and how they want them to look. They will talk about it again after Town Meeting.

- Joe Cimino would like to set a timeline for getting the water and sewer line moving along. He'd like to get everything set for Town Meeting 2020.

#### **ADJOURNMENT**

Stan Tetenman moved to adjourn the meeting at 7:55 pm. Ray Cloutier seconded the motion. Discussion: None    Vote: 7-yes 0-no

# Expense Detail Report

Department(s): E 400-01-5650 - E 400-01-5650  
April

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	28,210.80	192.50	28,481.70
<b>01 - PSB TIF 1</b>			<b>56,500.00</b>	<b>28,210.80</b>	<b>192.50</b>	<b>28,481.70</b>
5650 - CEDC EXPENSE			56,500.00	28,210.80	192.50	28,481.70
04/04/19	P 0551	04/04/19 Payroll (Dist)		98.00	0.00	
04/11/19	P 0564	04/11/19 Payroll (Dist)		98.00	0.00	
04/16/19	A 0565	Heritage Day		2,000.00	0.00	
04/16/19	A 0565	BAF POSTCARD		160.00	0.00	
04/16/19	A 0565	Banner		2,498.05	0.00	
04/18/19	P 0577	04/18/19 Payroll (Dist)		98.00	0.00	
04/25/19	P 0587	04/25/19 Payroll (Dist)		98.00	0.00	
<b>April</b>			<b>0.00</b>	<b>5,050.05</b>	<b>0.00</b>	<b>23,431.65</b>
<b>Expense.....</b>			<b>56,500.00</b>	<b>33,260.85</b>	<b>192.50</b>	<b>23,431.65</b>
<b>Division....</b>			<b>56,500.00</b>	<b>33,260.85</b>	<b>192.50</b>	<b>23,431.65</b>
<b>Department..</b>			<b>56,500.00</b>	<b>33,260.85</b>	<b>192.50</b>	<b>23,431.65</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>33,260.85</b>	<b>192.50</b>	<b>23,431.65</b>

Poland Spring Preservation Society  
PO Box 444  
Poland Spring, ME 04274 US  
207-998-4142  
jthibodea@polandspringmuseums.org  
www.PolandSpringmuseums.org

## Invoice

 **FILE COPY**

**BILL TO**

Town of Poland CDEC  
1231 Maine Street  
Poland, Maine 04274

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
17-7488	03/28/2019	\$2,000.00	04/30/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Donation Heritage Day	1	2,000.00	2,000.00
BALANCE DUE			<b>\$2,000.00</b>

**EXPENSE AUTHORIZATION**

Date: 4-1-19

Account: E-400-01-5650

Signature: Shah Merrill

# street Decor, Inc

Reno, Nevada

6357 Moon Ridge Terrace • Reno, NV 89523

P: 888-891-7680 • F: 775-746-2647

 **FILE COPY**

Date

Invoice #

3/25/2019

28497

Bill To

Ship To

Town of Poland  
Cyndi Robins  
1231 Maine Street  
Poland, ME 04274

Town of Poland  
Cyndi Robins  
1231 Maine Street  
Poland, ME 04274

P.O. No.		Rep	Ship Date	Ship Via	FOB
	Due on receipt	Rich	3/25/2019	UPSGRTRAC	Minneapolis
Description			quantity	Unit Price	Amount
30 x 60 inch Custom "Welcome" Digital Banner printed on			12	105.00	1,260.00T
Main Street Fabric					
Fibre Flex III Adjustable Bracketing System			12	88.00	1,056.00T
Shipping				182.05	182.05T
Out-of-state sale				0.00%	0.00
<b>EXPENSE AUTHORIZATION</b>					
Date: <u>4-2-19</u>					
Account: <u>E - 400 - 01 - 5650</u>					
Signature: <u>Sarah Merrill</u>					
A finance charge of 1.5% per month will be added to all past due invoices.				<b>Total</b>	\$2,498.05



8 Lexington Street • PO Box 2003  
Lewiston, Maine 04241-2003  
(207) 784-1341 • 1-800-339-1341

**FILE COPY**

## INVOICE

**Sold To:** Town of Poland  
Attn: Matt Garside  
1231 Main Street  
Poland ME 04274

**Invoice:** 190475-01  
**Invoice Date:** 4/4/2019  
**Order Date:** 3/28/2019  
**Job Number:** 190475  
**Customer Number:** 2730  
**Purchase Order Number:** none  
**Salesperson:** Walter Gallagher

**AR Contact:** mgarside@polandtownoffice.org

Quantity	Description	Price
250	CEDC Business After Hours Postcard	160.00
Invoice Total:		\$160.00

**We Appreciate You!!**  
**Terms:** Due in 30 days

### EXPENSE AUTHORIZATION

**Date:** 4-4-2019  
**Account:** E-400-01-5650  
**Signature:** Sarah Merrill