

**CEDC Meeting
May 3, 2018 – 7:00 PM
Town Office Conference Room**



Meeting Materials

CALL TO ORDER

- Guest acknowledgements
- Welcome new member
- Approve minutes
- Review financials – Matt Garside

NEW BUSINESS

- Awesomefest – Matt Garside
- Farmer's Market – Matt Garside
 - o Event Planner
 - o Banners
- Water to Shaker Hill – Matt Garside
- Heritage day

OLD Business

- Report from Matt re TIF progress
- Update on Municipal complex – Matt Garside
- Marketing report –
 - o LA Metro Marketplace June 7th, Bate Mill
 - *9:30am-11:00am - Interact with local students as they tour the Marketplace
 - *11:00am-12:30pm - The Marketplace will be open to Job Seekers (not hiring? break for lunch or collect resumes for future possibilities!)
 - *12:30pm-4:30pm - Public entry to The Marketplace with a \$5 donation to the LA Metro Chamber Scholarship Fund
 - *4:30pm-6:00pm - After Hours in the Marketplace Pavilion
- Business of the quarter report – Deb Ouellette
- Business after hour's discussion: Follow up thank you with next date?
- Website updates
- Administrative assistant duties
- 7 Hours per week (28 hours per month)
- Current needs: Member binders, Website, Calls/walk-ins
- 2017 Maine Business to Business September 6, 2018

OPEN ISSUES

- Kiosk
- Banners
- Welcome kit
- Landscape

CEDC Meeting Minutes

for April 12, 2018 Meeting

CALL TO ORDER

Chairperson Cyndi Robbins calls the meeting to order at 7:00 PM with members Joe Cimino, Ray Cloutier, Deb Ouellette, and Steve Robinson present. Absent with notice Norm Davis and William Eldridge.

Guest acknowledgements

Brian Merrill gave copies of his concepts and talked about the potential commercial or residential project he wants to do on his property on Route 26.

Approve minutes

Steve Robinson moved to accept the meeting minutes from the March 1, 2018 meeting. Ray Cloutier seconded the motion. Discussion: None Vote: 5-yes 0-no

Review financials – Matt Garside

From this point forward, the committee will receive the financials from TIF 1 only since this is where the money will be coming out of.

NEW BUSINESS

Business development report – Joe Cimino

- It doesn't appear that East Coast Fire will be moving their business to Poland, because the property they were looking at became too expensive.
- The property Dollar General was looking at purchasing has been sold to someone else.
- Poland Spring is still looking at property and has narrowed it down to two properties. The one is Poland is on Route 122 and there's a property in Auburn near Hartt.
- Deb Ouellette said she has had several people interested in the property she's representing on Route 26. The first person was interested in putting in a car wash there, but because it's over the aquifer it's not doable. The second person was interested in putting a car lot in. Sarah Merrill said that no one had contacted the Code Enforcement Office about any of these potential projects.
- New England Public Warehouse is looking to have a 60,000 sq. Ft building on the Poland / Mechanic Falls line. 40,000 sq. Ft in Poland and 20,000 sq. Ft in Mechanic Falls. Think about a new TIF zone. Joe Cimino will follow up.

Resignation Joe

- Joe is now a member of the Board of Selectmen and must resign from the CEDC board.
- Cyndi Robbins talked to William Eldridge about him missing so many CEDC meetings and he has agreed to become an alternate.

CEDC Meeting Minutes

for April 12, 2018 Meeting

New members

There are two seats open on the board and Stan Tetenman may be interested in joining.

Business of the quarter report – Deb Ouellette

Deb Ouellette moved that Chipman Farm be the business of the quarter. Vote: 5-yes 0-no

2017 Maine Business to Business September 6, 2018

Hold off on deciding whether to go until after the LA Metro Marketplace on June 7th.

BAH invoices

Cyndi's Dockside invoice for BAH on April 5, 2018.

- The amount Deb spent is \$150.00 not \$250.00.
- There shouldn't be any tax
- New total should be \$1770.00 instead of the \$1962.00
- Steve Robinson moved to approve payment of the invoice for Cyndi's Dockside in the amount of \$1770.00. Deb Ouellette seconded the motion. Cyndi Robinson abstained because the invoice is for her business. Discussion: None Vote: 4-yes 0-no

LA Metro Marketplace invoice for event on June 7, 2018

- Invoice total is \$500.00. They will be sending the invoice to Sarah Merrill.
- Deb Ouellette moved to approve payment of the LA Metro Marketplace invoice in the amount of \$500.00. Steve Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

Penmore invoice

- This is for the postcards for the original date (March 8th) of the BAH.
- Invoice total is \$130.00
- Deb Ouellette moved to approve payment of the Penmore invoice in the amount of \$130.00. Steve Robinson seconded the motion. Discussion: None Vote: 5-yes 0-no

Invoice for the tv in the conference room

- Steve Robinson moved to approve the payment for the tv. Deb Ouellette seconded the motion. Discussion: None Vote: 5-yes 0-no

Heritage Day

- Heritage Day is June 23 this year.
- Last year CEDC put \$1500.00 into it.
- Deb Ouellette moved to approve putting \$1500.00 into Heritage Day. Steve Robinson seconded the motion. Discussion: None Vote: 5-yes 0-no

CEDC Meeting Minutes

for April 12, 2018 Meeting

OLD BUSINESS

Report from Matt re TIF progress

- Noreen is working on amended restated TIF report.
- There's a TIF workshop at the end of May so it will probably be late June or early July for the special town meeting.

Update on Municipal complex – Matt Garside

There will be a public hearing on May 10 at 6:30 pm in the Town Hall.

Marketing report –

LA Metro Marketplace June 7th, Bate Mill

*9:30am-11:00am - Interact with local students as they tour the Marketplace

*11:00am-12:30pm - The Marketplace will be open to Job Seekers (not hiring? break for lunch or collect resumes for future possibilities!)

*12:30pm-4:30pm - Public entry to The Marketplace with a \$5.00 donation to the LA Metro Chamber Scholarship Fund

*4:30pm-6:00pm - After Hours in the Marketplace Pavilion

- Think about whether the 9:30am – 11:00am portion should be open to Poland businesses to showcase their openings. How would we let businesses know? Maybe a mailing of some kind?

Business after hour's discussion: Follow up thank you with next date?

Website updates

- There is a GIS mapping update coming.
- Cyndi Robbins and Debra Ouellette asked Sarah Merrill to remind them to find time to be trained on the website.

Administrative assistant duties

7 Hours per week (28 hours per month)

Current needs: Member binders, Business cards, Calls for BAH, Website, Calls/walk-ins

CEDC Meeting Minutes

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OPEN ISSUES / OTHER ISSUES

Kiosk, Banners, welcome kit, landscape

Banners

- Custom banners made to go on a telephone pole, 24" wide x 48" high, with brackets and poles – the cost is \$350.00 each.
- Need 11 of them to go from the school to RSU 16 building.
- Should they be seasonal? 5 winter and 5 summer? How generic?
- Who's changing the banners? Need to talk to Adam.
- CMP needs to approve these and they need to have break away brackets.
- What is the height requirement for them on the pole?
- Are we willing to spend \$3500.00 to start the project?
- Matt Garside will contact other towns that have banners to see what they went through to get their banners and how the process worked with CMP.

Member Binders

- Cyndi Robinson has a member binder that should be reproduced for all of the members and for Sarah Merrill to have a copy.
- What needs to be added to this binder?

Welcome Kit

- Book with all the businesses in it to give to new people moving to town.
- There should be a hardcopy as well as accessible on the town website.
- This would be good to give to new residents and businesses.
- Good to have as a resource in the Town Office.

ADJOURNMENT

Ray Cloutier moved that the meeting be adjourned. Deb Ouellette seconded the motion.

Discussion: None Vote: 5-yes 0-no

Meeting adjourned at 8:25pm.

Recorded by Sarah Merrill

Poland
2:32 PM

Expense Detail Report

ALL Accounts
ALL Months

Desc---	Current Budget	Debits	Credits	Unexpended Balance
PAYROLL - ADMIN ASSIST		6,286.55	0.00	
NOREEN NORTON		7,500.00	0.00	
GIS WORK FOR CEDC		1635.00	0.00	
WEBSITE REDISIGN		1125.00	0.00	
WEBGIS SUPPORT - Annual		2,400.00	0.00	
WEBSITE HOSTING - Annual		2,100.00	0.00	
LA METRO MARKETPLACE		500.00	0.00	
BUS AFTER HRS		1,900.00	0.00	
CHAMBER EXPO		75.00	0.00	
CEDC EVENT		1,324.93	0.00	
Final Totals	56,000.00	24,846.48	0.00	31,153.52
PAYROLL		378.00	0.00	
LA METRO MARKETPLACE		500.00	0.00	
BUS AFTER HRS 4/5/18		1,770.00	0.00	
BUS AFTER HRS 2/21/18		130.00	0.00	
APRIL		2,778.00	0.00	

"Awesomefest"

Who: Target demographic open to discussion. Could be family oriented, or 21+, or focused on a particular age cohort or some combination.

What: Organize an event that would include live music, food, and craft beer. Intent is to provide an event that would draw people to Poland. If successful, this could be an annual event.

When: Early fall, before it gets too cold and the weather is conducive to an outdoor event.

Where: Need a venue large enough to allow for a number of guests with parking. Also need someplace where live music could perform. Possible venues include Poland Spring Inn and grounds, Summit Hill facility, PRHS, Elon School, or open farmland.

How: An event this large would require professional help.

- Hire an event manager.
- Event could go from Noon until 7PM or later.
- Fireworks. Would draw people in later in the day and keep guests at the event.
- Food trucks. Could provide variety.
- Live music. More than one band? Would need to have a covered stage/performance area.
- Craft beer. Invite various craft brewers. No hard liquor. Perhaps wine as well.
- Large tent for eating, etc.
- Could also have other vendors; artists, crafts, etc.
- CEDC has \$31K left in this year's budget.
- Poland Recreation Inflatables.

