

**CEDC Meeting**  
**June 14, 2018 – 7:00 PM**  
**Town Office Conference Room**



**Meeting Materials**

CEDC  
Thursday June 14, 2018  
7pm – Town Office Conference Room

**CALL TO ORDER**

- Guest acknowledgements
- Approve minutes
- Review financials – Matt Garside

**NEW BUSINESS**

- Fall Event – Matt Garside
  - o Canoe/Kayak
  - o Farmers Market
  - o Triathlon
- GIS Map Update – Mechanic Falls Water Line – Matt Garside
- LA Metro Marketplace Update
- Invoices
- Town owned multipurpose event space
- TIF/Special Town Meeting
  - o Report from Matt re TIF progress
- Discussion about 2018-2019 Officers

**OLD Business**

- Update on Municipal complex – Matt Garside
- 2017 Maine Business to Business September 6, 2018
- Landscape

**OPEN ISSUES**

- Kiosk
- Banners
- Welcome kit
- Water to Shaker Hill
- Member binders

# CEDC Meeting Minutes

for May 3, 2018 Meeting

## **CALL TO ORDER**

Chairperson Cyndi Robbins calls the meeting to order at 7:01 PM with members Ray Cloutier, Norm Davis, Deb Ouellette, Steve Robinson, and Jay Kiel present.

### Guest acknowledgements

Guests present Matt Garside, Walter Gallagher, Jimmy Walker, Stacy Bsullak, and Charlie Foley.

### Approve minutes

Steve Robinson moved to accept the meeting minutes from the May 3, 2018 meeting. Deb Ouellette seconded the motion. Discussion: None    Vote: 6-yes 0-no

### Review financials – Matt Garside

Went over the financials in the new format. Board likes the simplified format. No changes from the previous month.

## **NEW BUSINESS**

### Awesomefest – Matt Garside

- The Board thinks it's a good idea that needs to be expanded on, but it may not be doable at this point for this year.
- Suggested to think about this for Labor Day weekend since there's usually very little planned for that weekend.
- Matt Garside will research event planners for this.
- Jay Kiel will reach out to Point Sebago contact.

### Farmer's Market – Matt Garside

- We should work on this for next year, because there isn't time to do it this year and make it successful.
- Charlie Foley and Stacy Bsullak talked about their experience and research of Farmer's Markets.
- Location is the most important thing. Ray Cloutier suggested the Town start looking for a multi-purpose event space to have large community events at.
- Going to look into what's possible, do more research, and come back and share that information at the next meeting.

### Water to Shaker Hill – Matt Garside

- Shaker Hill business needs public water to be able to build the building they want to expand their business.
- One of the choices called for a 2" pipeline. Will this freeze in the winter?

# CEDC Meeting Minutes

## for May 3, 2018 Meeting

- If the Town expands the line up the hill to them will this eliminate having to bleed the line? Since 2011 it has cost a total of \$55,000 to bleed both water lines.
- Walter Gallagher said the lines will always need to be bled some, but more customers on the lines would reduce the frequency of needing to do it as well as the cost.
- There are lots of questions about doing this: Is it feasible? Does Shaker Hill need to contribute? Does the Town lay the pipe? What's the cost? Who does the maintenance? What's the cost of maintenance?

### Heritage Day

Deb Ouellette moved to increase the funds for Heritage Day to \$2000 instead of the \$1500 previously approved. Norm Davis seconded the motion. Discussion: None Vote: 5-yes 0-no and Cyndi Robbins abstained.

## **OLD BUSINESS**

### Update on the Municipal Complex – Matt Garside

There will be a meeting on May 10, 2018 at 6:30pm in the Town Hall.

### LA Metro Marketplace June 7<sup>th</sup>

Need people to man the booth during the day. Let Cyndi Robbins know if you're available.

### Business of the Quarter Report – Deb Ouellette

Deb is meeting with the Chipman's soon. The article will be put on the Town website.

### Business After Hours discussion – Follow up with a Thank you and the next date?

- There was a lot of discussion about when to hold the next BAH. Final decision is September 27, 2018.
- Sarah Merrill will send out a thank you to all the people who attended the April 2018 BAH with a save the date for September.

### 2017 Maine Business to Business

Waiting until after the LA Metro marketplace to decide whether to attend or not.

## **OPEN ISSUES / OTHER ISSUES**

- Ray Cloutier wanted to know what was being done about landscaping the Poland signs.
- Deb Ouellette is going to talk to the High School guidance counselor about whether seniors could do this as part of their community service requirements.
- Are we able to use TIF money for this? Ask Noreen for clarification.
- According to Steve Robinson Poland Spring Bottling is in negotiations to buy Perry Transport property as a place to put their trucks.

# CEDC Meeting Minutes

## for May 3, 2018 Meeting

### **ADJOURNMENT**

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

Discussion: None    Vote: 6-yes 0-no

Meeting adjourned at 8:45pm.

Recorded by Sarah Merrill

**CEDC EXPENSE DETAIL**  
**MAY**

Trans	Description---	Vendor-----	Current	Net	Unexpended
Date			Budget		Balance
400 - PSB TIF 1					
<b>01 - PSB TIF 1</b>					
5650 - CEDC			56,000.00	24,846.48	31,153.52
05/03/18	05/03/18 Payroll (Dist)			94.50	
05/10/18	05/10/18 Payroll (Dist)			94.50	
05/17/18	05/17/18 Payroll (Dist)			94.50	
05/31/18	ANNUAL DUES 5/14/18	00870 - OXFORD HILLS		225.00	
05/31/18	HDTV & INSTALL 4/12/18	01881 - ALEXANDER SIROIS		1,591.00	
05/31/18	MEMBERSHIP DUES 5/1/18	00189 - LA METROPOLITAN		300.00	
05/24/18	05/24/18 Payroll (Dist)			94.50	
05/31/18	05/31/18 Payroll (Dist)			94.50	
	<b>Expense.....</b>		<b>56,000.00</b>	<b>27,434.98</b>	<b>28,565.02</b>

Oxford Hills Chamber of Commerce  
4 Western Avenue  
South Paris, ME 04281  
(207) 743-2281 | fax: (207) 743-0687  
info@oxfordhillsmaine.com

## Invoice

Invoice Date: 5/14/18  
Invoice Number: 4233  
Account ID:

Town of Poland  
1231 Maine Street  
Poland, ME 04274

		Terms	Due Date
		Due on receipt	5/14/18
Description	Quantity	Rate	Amount
Annual Dues	1	\$225.00	\$225.00
Subtotal:			\$225.00
Tax:			\$0.00
Total:			\$225.00
Payment/Credit Applied:			\$0.00
Balance:			\$225.00



E - 400 - 01 - 5650  
Sarah Merrill  
May 24, 2018

Yours to Brett  
5-24-18 rem

It does not need a vote it was in the budget they approved. Thank you cyndi

Sent from my iPhone

On May 21, 2018, at 2:40 PM, Plan Admin <[planningadmin@polandtownoffice.org](mailto:planningadmin@polandtownoffice.org)> wrote:

Hello,

I've received an invoice for annual dues from the Oxford Hills Chamber of Commerce for \$225.00. Is this something that the CEDC Board needs to vote on at the next meeting before it gets paid? Or is it a known expense that doesn't need a vote?

Thanks,  
Sarah

--

Sarah Merrill  
Code Enforcement Office  
Town of Poland

[planningadmin@polandtownoffice.org](mailto:planningadmin@polandtownoffice.org)

(207) 998-4604





Lewiston Auburn  
METROPOLITAN  
CHAMBER OF COMMERCE

**Lewiston Auburn Metropolitan Chamber  
of Commerce**

415 Lisbon Street Suite 1

Lewiston, ME 04240

(207) 783-2249 | fax:

Maureen@LAMetroChamber.com

**Invoice**

Invoice Date: 5/1/18

Invoice Number: 24480

Town of Poland  
Bradley A Plante  
1231 Maine St  
Poland, ME 04274

400-01-5650  
per Sm

**2018 Investment**

		Terms	Due Date
		Due on Receipt	5/1/18
Description	Quantity	Rate	Amount
Membership Investment	1	\$300.00	\$300.00
110% Chamber Supporter	1	\$30.00	\$30.00
<i>Become a 110% Chamber Supporter as your testimonial promoting business growth in the LA Metropolitan Chamber of Commerce business community. Your support enhances the LA Metro Chamber in serving the needs of its investors.</i>			
Total:			\$330.00
Payment/Credit Applied:			\$0.00
(If you do not wish to participate in the 110% program please disregard the additional investment)			Balance: \$330.00

96% of your LA Metro Chamber membership dues may be tax deductible as an ordinary business expense  
Thank you for your support of the **Lewiston Auburn Metropolitan Chamber of Commerce**

Please return this portion with your payment.

**Member Name: Town of Poland**

**Invoice #: 24480**

**Invoice date: 5/1/18**

Payment Amount: \$ 300

Payment Method: ☐ Check # 5088 (Make all checks payable to Lewiston Auburn Metropolitan Chamber of Commerce.)

☐ Credit Card (Visa, MasterCard, Discover, American Express)

Please enter Credit Card Billing Address (inc. zip code)

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code (3 or 4 digits on back of card) \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

This was in our budget so it does not need to be approved. we cant increase the fee without a vote so just pay the 300. Cyndi

On May 30, 2018, at 10:29 AM, Plan Admin <[planningadmin@polandtownoffice.org](mailto:planningadmin@polandtownoffice.org)> wrote:

Hello,

I received an LA Metro Chamber of Commerce invoice for membership. The amount is either \$300.00 or \$330.00 depending on whether we want to be a "chamber supporter" (please see attached). Does this invoice need to be voted on before I can pay it?

Thanks,  
Sarah

--

Sarah Merrill  
Code Enforcement Office  
Town of Poland  
[planningadmin@polandtownoffice.org](mailto:planningadmin@polandtownoffice.org)  
(207) 998-4604

----- Original Message -----

<image2018-05-30-101348.pdf>

Poland Spring Resort  
640 MAINE ST  
POLAND SPRING, ME 04274  
(207)998-4351  
Cyndi@polandspringresort.com  
<http://www.polandspringresort.com>



## INVOICE

**BILL TO**  
Poland, town of

**INVOICE #** 10722  
**DATE** 06/10/2018  
**DUE DATE** 06/25/2018

ACTIVITY	QTY	RATE	AMOUNT
<del>DEPOSIT - ROOMS</del> <del>DEPOSITS - ROOMS</del> <i>Heritage Days</i>	1	2,000.00	2,000.00
THANK YOU! We appreciate your business.	<b>BALANCE DUE</b>		<b>\$2,000.00</b>

6-13-18  
400 - 01 - 5650  
Sarah Merrill