CEDC Meeting
September 6, 2018 – 6:30 PM
Town Office Conference Room

Meeting Materials

CEDC
Thursday August 2, 2018
6:30pm – Town Office Conference Room

CALL TO ORDER

- Guest acknowledgements
- Approve minutes
- Review financials – Matt Garside
    - Line item financials for the year
    - Invoice

NEW BUSINESS

- Banners
- Subcommittee Update for Fall 2019 Event
- Marijuana Committee – September 12 @ 6:30 pm.
- Business and Community Expo - Oxford Hills Chamber of Commerce on October 27th
- Gathering Winds Farm – Matt Garside
- Special Town Meeting Update
- Direction about what Sarah is supposed to do for CEDC and a list of her duties at the end of every meeting

OLD Business

OPEN ISSUES

ADJOURNMENT

CEDC Meeting Minutes

for August 2, 2018 Meeting

CALL TO ORDER

Chairperson Steve Robinson called the meeting to order at 7:00 PM with Members Ray Cloutier, Norm Davis, Deb Ouellette, Cyndi Robbins, Stan Tetenman, and Jay Kiel present. Member Bill Eldridge absent without notice.

Guest Acknowledgements

Guests present Walter Gallagher, Jimmy Walker, Joe Cimino, Brian Merrill, and Eugene Keene aka Mr. Chips. Matt Garside was absent with notice.

Approve Minutes

There was no vote on approving the minutes from the July 12, 2018 meeting.

Review Financials – Matt Garside

Went over the financials in the new format. The Board wanted the line item information broken out and grouped together. Cyndi Robbins moved to approve the financials. Stan Tetenman seconded the motion. Discussion: None Vote: 6-yes 0-no.

NEW BUSINESS

CLUC Change for Special Town Meeting (September 13, 2018) – Brian Merrill

Brian Merrill wanted CEDC to support his proposed CLUC change at the next Board of Selectpersons meeting. There were a lot of mixed opinions about this. The consensus of the Committee is that this CLUC change should be allowed to be on the agenda for the Special Town Meeting after the TIFF articles.

Banners – Mr. Chips

Mr. Chips went through the options for banners. He recommends the banner be 24” x 48” and made of 13 oz vinyl with wind pockets. With proper maintenance they can last two to five years. He will make some illustrations and send them to Cyndi who can send them to the rest of the Committee.

Fire Hydrant on Route 26 – Joe Cimino

Joe Cimino talked about the fire hydrant in the right of way for his spec building. He brought in an estimate from the Auburn Water District for the cost of the hydrant. He would like CEDC to pay for it because he says it would be for the use of any business to be put on that side of the road. The hydrant is required for an occupancy certificate to be given for the building.

The consensus of the Committee is that this is not with the purview of the CEDC but is within the purview of the Board of Selectpersons. The Committee believes that the Board of Selectpersons can pay for the hydrant out of a contingency line in the budget and the line can be reimbursed at the

annual Town Meeting. The Committee also thinks a consultant needs to be hired for an overview on infrastructure needed in the Town including other hydrants.

Stan Tetenman moved to recommend installation of the hydrant with payment not out of the CEDC money so that it will satisfy the occupancy requirement on Joe's spec building. Norm Davis seconded the motion. Discussion: None Vote: 6-yes 0-no.

Discussion about the informational meeting and Special Town Meeting and advertising

CEDC is paying for a special postcard/mailer regarding the TIFF articles at Special Town Meeting. The front will be a picture and "Save the Date" and the back will have information about the proposed TIFF changes. Want people to receive the postcard between September 1-3, so they need to be sent out August 27th.

Cyndi Robbins moved to put the postcard together as discussed and do the mailing. Deb Ouellette seconded the motion. Discussion: None Vote: 6-yes 0-no.

Special Meetings

CEDC will meet on August 16th at 6:30 pm to review the TIFF articles and the postcard. Steve Robinson and Stan Tetenman will be unable to attend.

CEDC will meet on August 21st at 6:30 pm to vote on approving the TIFF articles.

Also, the Committee would like for the Town to advertise the Special Meeting on the sign out front of the building, on the website, and on Facebook.

Landscape Quotes

The Poland Public Works Department will water and maintain the plants around the signs for $1750. Stan Tetenman moved to authorize the payment of $1750 for the Public Works Dept to maintain the plants. Deb Ouellette seconded the motion. Discussion: None Vote: 6-yes 0-no.

2018 Maine Business to Business September 6, 2018

The Committee doesn't want to do this.

Name a CEDC Member to the Marijuana Committee

This committee is to decide what the rules in Poland will be on recreational marijuana. This is for the Town Meeting in April 2019. If the Town does nothing to create rules, then it's an automatic opt out of having recreational marijuana. Depending on the logistics of the meetings Stan Tetenman, Deb Ouellette, and Cyndi Robbins all volunteer.

OLD BUSINESS

OPEN ISSUES / OTHER ISSUES

ADJOURNMENT

Stan Tetenman moved to adjourn the meeting at 9:00 pm. Deb Ouellette seconded the motion. Discussion: None Vote: 6-yes 0-no.

CEDC Meeting Minutes

For August 16, 2018 Meeting

CALL TO ORDER

Vice - Chairperson Deb Ouellette calls the meeting to order at 7:00 PM with Members Ray Cloutier, Norm Davis, Cyndi Robbins, and Jay Kiel present. Members Stan Tetenman and Steve Robinson absent with notice. Member Bill Eldridge absent without notice. Vice-Chairperson Deb Ouellette asked Cyndi Robbins to lead the meeting because she has more knowledge about the TIF.

Guest acknowledgements

Guests present Matt Garside, Walter Gallagher, and Joe Cimino.

NEW BUSINESS

View TIF Amendments

The Committee was given supplemental documents relating to the TIF articles. The first document is a draft of the warrant articles. The second document is supporting documentation for the TIF articles. Matt Garside went over both documents and answered questions. Matt is going to ask Steve Robinson to make a motion to not read the whole warrant article at the Special Town Meeting because it's so long.

Ray Cloutier moved to recommend as written the warrant articles. Norm Davis seconded the motion. Discussion: Walter Gallagher recommended putting examples under #3 of both TIF articles so they won't be so open ended. Vote: 5-yes 0-no.

Cyndi Robbins wanted to know why CEDC's recommendation for a CLUC article wasn't listed on the warrant article. Sarah Merrill explained that only the Planning Board has the authority to make recommendations on CLUC changes.

Approve Postcard

The Committee went over that postcard and made some small changes to the layout. Postage must be paid in full before the postcard can be sent out. The total cost for the postcard and the postage is $1452.74. Deb Ouellette moved to approve spending $1452.74 on the postcard and postage. Jay Kiel seconded the motion. Discussion: None Vote: 5-yes 0-no.

ADJOURNMENT

Cyndi Robbins moved to adjourn the meeting at 6:55 pm. Deb Ouellette seconded the motion. Discussion: None Vote: 5-yes 0-no.

The special meeting on August 21, 2018 was cancelled as unnecessary. Sarah Merrill said she would send the Committee members a reminder email.

Expense Detail Report

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

Account---------- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Unexpended Balance
400 - PSB TIF 1 FUNDS			56,500.00	383.88	0.00	56,116.12
01 - PSB TIF 1			**56,500.00**	**383.88**	**0.00**	**56,116.12**
5650 - CEDC EXPENSE			56,500.00	383.88	0.00	56,116.12
08/02/18	P 0043	08/02/18 Payroll (Dist)		96.46	0.00	
08/17/18	A 0058	TIF CONSULTING 7/16/18		3,750.00	0.00	
08/09/18	P 0061	08/09/18 Payroll (Dist)		96.46	0.00	
08/08/18	G 0066	CEDC reimb. PW maint. bed		1,750.00	0.00	
08/08/18	G 0066	Reverse FY 2018 P/R Accr.		0.00	94.50	
08/16/18	P 0074	08/16/18 Payroll (Dist)		96.46	0.00	
08/23/18	P 0089	08/23/18 Payroll (Dist)		96.46	0.00	
08/30/18	P 0109	08/30/18 Payroll (Dist)		96.46	0.00	
		August	**0.00**	**5,982.30**	**94.50**	**50,039.32**
		Expense.....	**56,500.00**	**6,366.18**	**94.50**	**50,228.32**
		Division....	**56,500.00**	**6,366.18**	**94.50**	**50,228.32**
		Department..	**56,500.00**	**6,366.18**	**94.50**	**50,228.32**
Final Totals			**56,500.00**	**6,366.18**	**94.50**	**50,228.32**

FY18 REPORT

Description	Budget	Debits	Unexpended Balance
400 - PSB TIF 1 FUNDS			
PAYROLL	10,000.00	9,270.65	729.35
TRAINING	500.00	0.00	500.00
TRAVEL	500.00	0.00	500.00
POSTAGE	500.00	45.38	454.62
BUSINESS AFTER HOURS	6,000.00	3,224.93	2,775.07
WEBSITE HOSTING	3,500.00	3,225.00	275.00
MEMBERSHIPS	500.00	1,025.00	(525.00)
CHAMBER EVENTS	1,000.00	155.00	845.00
GEMS OF 26	1,000.00	0.00	1,000.00
BROCHURES & PRINTING	2,000.00	0.00	2,000.00
GIS CONSULTING	4,000.00	2,890.50	1,109.50
PHOTOGRAPH/FILM	1,000.00	0.00	1,000.00
BANNERS	1,500.00	0.00	1,500.00
SIGNAGE/PAINTING	2,000.00	3,800.00	(1,800.00)
HERITAGE DAY SPONSOR	2,000.00	2,000.00	0.00
UKNOWN	20,000.00		7,265.35
TIF AMENDMENTS		7,500.00	
TV FOR TOWN OFFICE		1,591.00	
TIF MAPPING		1,672.75	
SEBAGO TECHNICS		1,970.90	
	56,000.00	**38,371.11**	**17,628.89**

SEBAGO
TECHNICS

August 29, 2018

Town of Poland
Sarah Merrill
1231 Maine Street
Poland, ME 04274

Project No. **16068**
Project Name **Town of Poland CEDC Support Services**
Invoice No. **201808204**

Dear Sarah:

Enclosed is our progress invoice for GIS services through July 27, 2018. These services, to map Mechanic Falls Water District water lines & to support TIF District mapping revisions, include the following:

- GIS office work
- Project coordination and administration
- Client communications, coordination and/or meetings

Please call me if you have questions. Thank you for your business.

Sincerely,

SEBAGO TECHNICS, INC.

Jon A. Giles, P.L.S., GISP
Surveyor/GIS Coordinator
jgiles@sebagotechnics.com

JAG:jg
Enc.

Sebago Technics, Inc
75 John Roberts Road, Suite 4A
South Portland, ME 04106-6963

Town of Poland
Sarah Merrill
1231 Maine Street
Poland, ME 04274

Invoice number 201808204
Date 08/29/2018

Project 16068 Town of Poland CEDC Support Services

For Professional Services through July 27, 2018

Total Fee Charges

	Hours	Rate	Billed Amount
GIS Coordinator	7.00	75.00	525.00

Reimbursable Expenses

	Billed Amount
	5.75
Invoice total	**530.75**

POLAND

MAINE

Town of

POLAND

POLAND, MAINE

POLAND

Independence Day

MAINE

Town of

Happy Holidays

POLAND

POLAND, MAINE

Begin forwarded message:

From: Oxford Hills Chamber of Commerce <info@oxfordhillsmaine.com>
Subject: [Spam?] Open now for an important announcement
Date: August 17, 2018 at 2:38:06 PM EDT
To: cyndi@polandspringresort.com
Reply-To: info@oxfordhillsmaine.com

Business & Community Expo is coming right up!

The Oxford Hills Chamber of Commerce's annual Business & Community Expo is going to be Saturday, October 27th so save the date! The event will be held in the gym at Oxford Hills Comprehensive High School and will be open to the public free of charge.

The event provides businesses and organizations with an opportunity to network and grow their business as well as sell products directly to the public.

Be on the lookout as we will have registration up online on the Chamber website next week for all those wanting to participate. You can call the office after Tuesday,21st and we will be happy to register you or you can go online to the Oxford Hills Chamber of Commerce website and sign up there.

Connect with us

Oxford Hills Chamber of Commerce | 4 Western Avenue, South Paris, ME 04281

Unsubscribe cyndi@polandspringresort.com

Update Profile | About our service provider

Sent by info@oxfordhillsmaine.com in collaboration with

Constant Contact

Try it free today

CYNDI ROBBINS
Innkeeper
Poland Spring Resort
Cyndi's Dockside Restaurant
640 Maine Street
Poland Spring, ME 04274
(207) 998-4497 My office
(207) 998-4351 Reservation Office
Fax (207) 998-1150
crobbins@fairpoint.net

Gathering Winds

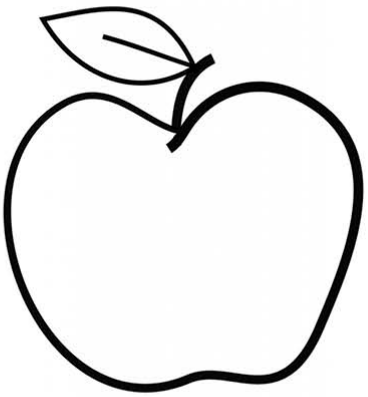
FARM & ORCHARD

GRAND OPENING 2018

PICK YOUR OWN APPLES,
LIVE MUSIC, FACE PAINTING,
CIDER PRESSING, CRAFTERS,
VEGETABLE STAND, & MORE!

SUNDAY SEPTEMBER 9TH

10:00-3:00



*we love our 4-legged friends, but please no dogs at the event