

**CEDC Meeting**  
**October 3, 2019 – 6:30 PM**  
**Town Office Conference Room**



**Meeting Materials**

CEDC  
Thursday October 3, 2019  
6:30pm – Town Office Conference Room

**CALL TO ORDER**

- Guest acknowledgements
- Approve minutes
- Review financials

**NEW BUSINESS**

- Gift baskets for new residents – Lyn Hodgdon
- Western Maine Transportation
- Wright Pierce update
- Commemorative pin or coin for Poland's 225<sup>th</sup> birthday
- BAH for Oct. 17<sup>th</sup>
  - o approve spending the money for the postcards and approve money for postage
  - o Reach out to businesses, discuss agenda
- Business of the Quarter – info sent via email by Sarah in September, choose a business, choose someone to write a paragraph or two about the business to be put on the web.
- Banners – choose designs, how many, approve buying them, approve having ESM put them up.
- Oxford Hills Chamber of Commerce B2B Expo – Do you want to participate in this?
- Letter to CEDC from Mark Lopez

**OLD BUSINESS**

**OPEN ISSUES/ OTHER**

**ADJOURNMENT**

# CEDC Meeting Minutes

For September 5, 2019 Meeting

## **CALL TO ORDER**

Vice Chairperson Sheila Foley called the meeting to order at 6:30 PM with Members Ray Cloutier, Norm Davis, Stacey Bsullak, Jennifer Letourneau, and Alternate Member Deb Ouellette present. Cyndi Robbins and Jay Kiel absent with notice. Alternate Member Deb Ouellette will be a voting member for this meeting.

## **Guest acknowledgements**

Guests present – Matt Garside, Joe Cimino, Joy Lowe, and Michael Lowe.

## **Approve minutes**

Ray Cloutier moved to approve the meeting minutes from the August meetings. Norm Davis seconded the motion. Discussion: None    Vote: 6-yes 0-no

## **Review financials – Matt Garside**

Jen Letourneau moved to approve the financials and invoices. Deb Ouellette seconded the motion. Discussion: None    Vote: 6-yes 0-no

## **NEW BUSINESS**

### **Photo contest**

The Committee discussed whether this should be a contest at all or just a send us your best photos request. The timeline could be from October to January 1. This has been discussed at a previous meeting and Jen Letourneau will send the members what she has for notes on this.

### **Website – how to maintain, who is going to maintain it, updates/changes**

To move forward with the visitpoland.me site the Committee needs to get a blurb for the front page and the category names to Nikki. Jen Letourneau will work on the blurb and send it to the Committee.

### **Update CEDC bylaws to comply with governance policy**

Sarah Merrill went over the proposed changes in the language to both clarify and come into compliance with the Town governance policy.

Ray Cloutier moved to recommend the changes and send them to the Board of Selectpersons for approval. Norm Davis seconded the motion. Discussion: None    Vote: 6-yes 0-no

### **Business of the Quarter**

Sarah Merrill will send the current list of registered businesses to the Committee for them to look at and at the next meeting the members will choose one to be the business of the quarter.

### **Business After Hours – still October 17th?**

Jen Letourneau will contact Cyndi Robbins to be sure that this date still works for BAH. The Committee thinks it would be a good idea to go back to having these events in the spring and fall so there will be higher turnouts.

## CEDC Meeting Minutes

For September 5, 2019 Meeting

### **OLD BUSINESS**

#### **Banners**

The Committee and the townspeople like the banners. Some of the comments have been to have more banners and that they prefer the banners with the colorful backgrounds. The Committee would like to order 12 more and will need to choose the designs and colors for them.

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

- The Committee would like Sarah Merrill to send them a copy of Noreen Norton's TIF PowerPoint presentation to them.
- Matt Garside talked about having Western Maine Transportation come in to talk to the Committee about expanding bus service here. The Committee would like to have this presentation and it will be added to the next agenda.

### **ADJOURNMENT**

Ray Cloutier moved to adjourn the meeting at 7:30 pm. Norm Davis seconded the motion.  
Discussion: None    Vote: 6-yes 0-no

# Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	4,216.44	98.00	52,381.56
<b>01 - PSB TIF 1</b>			<b>56,500.00</b>	<b>4,216.44</b>	<b>98.00</b>	<b>52,381.56</b>
5650 - CEDC EXPENSE			56,500.00	4,216.44	98.00	52,381.56
09/03/19	A 0115	INSTALL BANNERS		3,500.00	0.00	
09/05/19	P 0122	09/05/19 Payroll (Dist)		101.57	0.00	
09/12/19	P 0133	09/12/19 Payroll (Dist)		101.57	0.00	
09/19/19	P 0148	09/19/19 Payroll (Dist)		101.57	0.00	
<b>September</b>			<b>0.00</b>	<b>3,804.71</b>	<b>0.00</b>	<b>48,576.85</b>
<b>Expense.....</b>			<b>56,500.00</b>	<b>8,021.15</b>	<b>98.00</b>	<b>48,576.85</b>
<b>Division....</b>			<b>56,500.00</b>	<b>8,021.15</b>	<b>98.00</b>	<b>48,576.85</b>
<b>Department..</b>			<b>56,500.00</b>	<b>8,021.15</b>	<b>98.00</b>	<b>48,576.85</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>8,021.15</b>	<b>98.00</b>	<b>48,576.85</b>



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

## INVOICE

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

**Invoice:** 191359-01  
**Invoice Date:** 9/18/2019  
**Order Date:** 9/10/2019  
**Job Number:** 191359  
**Customer Number:** 2730  
**Purchase Order Number:** none  
**Salesperson:** Walter Gallagher

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

Quantity	Description	Price
250	CEDC Business After Hours Postcard	167.00

**Invoice Total:** \$167.00

**We Appreciate You!!**

**Terms:** Due in 30 days

Hello Mr. Garside,

Let me introduce you to The Pin Center, we supply civic lapel pins to over 40 cities in Maine (see attached) who use them as a fun and low cost way to promote their cities to citizens and visitors. Besides pins we also supply commemorative coins, key chains, city keys, cuff links etc.

I noticed that the Town of Poland will have a 225th anniversary in 2020 and many cities will create a commemorative pin or coin to help share this big milestone with others. I was checking to see if there is any interest at the city in creating a 225th pin or coin or if you have any questions. Let me know if we can help out in any way.

Thanks!,  
David

David Pearce  
The Pin Center  
8845 West Flamingo Rd. Suite 200  
Las Vegas, NV 89147  
800-553-9490  
[www.pincenter.com](http://www.pincenter.com)  
[david@pincenter.com](mailto:david@pincenter.com)







# Oxford Hills Chamber of Commerce

## B2B Expo & Community Job Fair

Saturday, October 26, 2019

Dear Friends,

***The Chamber is celebrating Fall with the largest and most interactive networking event of the year, plus a whole lot more!***

The Business & Community Expo is designed to showcase our area businesses and organizations to the Oxford Hills community and beyond. This expo provides you with outstanding networking and marketing opportunities and will feature booths from more than 70 local business and community organizations. The Business & Community Expo will be held in the Oxford Hills Comprehensive High School Gymnasium on ***Saturday, October 26, 2019 from 8:00 AM-2:00 PM.***

- ✓ ***Community Job Fair putting up to 70 businesses, including yours, in front of potential employees.***
- ✓ ***A special musical performance from the Maine Country Music Hall of Fame***

**And as always at this year's Business & Community Expo, your business and organization will:**

- Gain unparalleled visibility while networking with other businesses both profit and non-profit.
- Make new contacts networking with other Chamber member companies.
- Gain new business from hundreds of attendees and have an opportunity to see potential new employees during the Job Fair.

**The Oxford Hills Chamber of Commerce Business & Community Expo has something to offer everyone!**

- **8:00 to 10:00 am Business to Business Networking**
- **10:00 am Live Musical Performance from the Maine Country Music Hall of Fame**
- **10:00 to 1:00 pm Business & Community Job Fair open to the public**

The B2B Expo & Community Job Fair is a great opportunity to grow your business. Companies from the Oxford Hills Community, Oxford & Androscoggin Counties and statewide will be represented in the main exhibit hall. Business leaders, other business professionals and the general public will learn of the products and services your company offers along with potential employment opportunities.

***The price for a standard exhibit space is:***

- ***\$75 for OHCC members - A double space is just \$140.***
- ***\$100 for Non-members - A double space is \$200.***
- ***Your booth space includes an 8- foot covered table, two chairs and power if needed.***

***\*Preference on location and booth availability will be given to Chamber Members. If you are not a member, contact the chamber and become a member today.***

*Sincerely,*

***Patrick Casalinova***

***Event Chairman & Board Member, Oxford Hills Chamber of Commerce***



## **B2B Expo & Community Job Fair Sponsorship Opportunities**

### **Saturday, October 26, 2019**

#### **Premier Sponsor \$1,000**

- Two booths in location of choice
- Company logo in the Show Information Guide distributed at show to the public
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Premier Sponsor for all company attendees
- Two banners at event location inside and outside.
- Company Logo and Name on all Table Top Cards
- Opportunity to welcome exhibitors, Job Fair applicants and the public to the event

#### **Business 2 Business Sponsor \$500**

- One booth in location of choice
- Company logo in show Information Guide.
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as B2B Sponsor for all company attendees.
- One banner at event location

#### **Job Fair Sponsor \$500**

- One booth in location of choice
- Company logo in Show Information Guide
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Job Fair Sponsor for all company attendees.
- One banner at event location

#### **Lanyard Sponsor \$750**

- High visibility sponsorship and just one available. Put your company name on all lanyards used for the official show badge. Every exhibitor and presenter will receive one.
- One Booth in prime location
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster, etc.
- One banner at event location
- Company logo in the show information guide



**Exhibitor Aisle Sign Sponsor \$500 (4)**

- One Booth in prime location in sponsor's aisle
- Street sign created and displayed at the event as the sponsor's aisle, example: Oxford Hills Chamber Avenue. Sponsor can have sign at the end of the event.
- Company logo in the Show Information Guide
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Aisle Sponsor for all company attendees.
- One banner at event location

**Entertainment Sponsor \$500**

- One booth in location of choice
- Company logo in Show Information Guide
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Entertainment Sponsor for all company attendees.
- One banner at event location

**Media Sponsor \$400**

- One booth in location of choice
- Company logo in Show Information Guide
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Show Guide Sponsor for all company attendees.
- One banner at event location

**Show Guide Sponsor \$300**

- One booth in location of choice
- Company name and logo on front page of Show Information Guide
- Company recognition in all marketing and promotional materials, including the Chamber website, Facebook page, radio and print advertising, event poster and more.
- Lanyards with company name and designation as Show Guide Sponsor for all company attendees.
- One banner at event location



## 2019 B2B Expo & Community Job Fair October 26, 2019 at Oxford Hills Comprehensive High School

Company Name: \_\_\_\_\_ Contact(s): \_\_\_\_\_

Address: \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check Sponsorship level (please see sponsor details page for list of benefits):**

- |  |   |   |   |   |
|--|---|---|---|---|
| <input type="checkbox"/> <b>Premier</b><br>\$1,000 | <input type="checkbox"/> <b>Business to Business</b><br>\$500 | <input type="checkbox"/> <b>Lanyard</b><br>\$750    | <input type="checkbox"/> <b>Exhibitor Aisle Sign</b><br>\$500 (4) | <input type="checkbox"/> <b>Job Fair</b><br>\$500 |
|  | <input type="checkbox"/> <b>Entertainment</b><br>\$400        | <input type="checkbox"/> <b>Show Guide</b><br>\$300 | <input type="checkbox"/> <b>Media Sponsor</b><br>\$400            |   |

Select a booth type and size		
<b>Oxford Hills Chamber Members</b>	<b>single</b>	<b>double</b>
<b>standard exhibit</b>	<b>\$75</b> <input type="checkbox"/>	<b>\$140</b> <input type="checkbox"/>
<b>Non-Chamber Members</b>	<b>single</b>	<b>double</b>
<b>standard exhibit</b>	<b>\$100</b> <input type="checkbox"/>	<b>\$200</b> <input type="checkbox"/>

### Display Needs:

☐ Outside booth ☐ Inside booth ☐ Do you need table and chairs ☐ Do you need table cloth(s) ☐ Do you need electricity?

**Will you be taking part in the JOB FAIR ? Yes ☐ No ☐**

Reservations will be confirmed once payment is received. Booth location is on a first-come, first-served basis, so reserve your space early. Exhibitor is responsible for providing all props and extension cords needed.

**Sponsorship \$** \_\_\_\_\_ **Booth Fee \$** \_\_\_\_\_ **Final Total \$** \_\_\_\_\_

**Payment Method:** ☐ Check enclosed ☐ Credit/Debit card (complete below)

Credit Card #: \_\_\_\_\_ CVC# \_\_\_\_\_

Zip Code for billing address of card: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ Email Receipt? Yes or No

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail this registration form AND payment to:**

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

Questions? Call 743-2281 or email: [darcia@oxfordhillsmaine.com](mailto:darcia@oxfordhillsmaine.com)

**Final deadline for registration is Friday, October 18<sup>th</sup>**



9/11/2019

Town of Poland

Community and Economic Development Committee

Attn.: Cindi Robbins, Chair

Dear Cindi,

Last year, I brought forth a proposal for a storage facility and retail building for my property directly across from the high school track. Through the approval process, I was made aware that your committee makes recommendations to the Town with regard to sensible changes in ordinances. I have appeared before 28 planning boards in 3 different states over the last 30 years. I served for several years on the Bridgton Community Development Committee and am a founding member of the Bridgton Economic Development Corporation.

The purpose of this correspondence is to provide your committee with some input on my experience before the Poland Planning Board and offer some suggestions for ordinance modifications based on 30 years of experience.

There is an ordinance relative to fences that does not permit chain link fence in that Village District. The ordinance allows, but does not require, stockade fence or wrought iron fencing. I presented a photo of my storage project in Bridgton that has black chain link fence. One of the board members commented that she "did not think there was any fence.". The benefit of black chain link fence is that it is virtually invisible. My project has a significant treed buffer on 3 sides that provides a natural shielding from neighboring properties.

For many businesses, the need to have fencing is not based on privacy because they need their product to be visible. It is a matter of security. For my project, many of the customers are single women and they like the fact that they can see through the fence. I made this point to the board and received a comment from a board member that "agreed" with my position but indicated they are bound by the ordinance. . Since there is no requirement for any type of fencing, the requirement for stockade fence, if there is fencing, cannot be a matter of shielding the neighboring properties from new development.

During the public hearing process for my proposal, there was not a single abutter that attended any of the meetings or offered any input or commentary. Across the street from this project is the high school track where there are two rows of chain link fence. I would suggest an amendment to the ordinance that allows, at the Planning Board's discretion, black chain link fencing. The Board could consider things such as natural buffering, abutter input or public commentary in making a decision on the type of fencing that is required

The Poland Planning Board was very thorough and careful in their review of the project. I know that the committees and boards that draft and implement ordinances are generally well meaning. I also know, as a developer and also as one of the committee members that has spent

long hours trying to create and improve ordinances, that there are always unintended consequences from ordinances drafted by well meaning individuals. It is very difficult to plan for all of the possibilities that could be presented to a board to be considered and properly addressed in the process of drafting ordinances.

Another requirement that I feel should be looked at is notifying abutters each time a permit is issued for construction. This adds unnecessary expense to development and utilizes town resources needlessly. For example, my project went through the public process where abutters were given written notice of the proposal and were invited to participate in the hearings. When I applied for a building permit for the 8 storage buildings, I was informed that all the abutters needed to be notified again that a permit was being issued. I then applied for a permit for the front office building (all part of the same site plan and application) and was informed that all of the abutters would need to be notified again. I was informed that, had I applied for all of the permits at one time, there would have only been one abutter notification. I asked Scott Neal a hypothetical question that if I applied for each building permit individually, would the abutters be notified 9 times. He responded in the affirmative. I do not see any logic in this requirement and have never seen it in any other community I have worked in.

If the Planning Board had the flexibility to waive or otherwise grant relief from some of the ordinances that tie their hands, projects that will improve the look of the community, create jobs and increase the tax base could be approved in a more efficient manner. Thank you for your consideration. I would be happy to attend a meeting with your committee if you feel it would be of any benefit.

I can be reached at 603-479-9095 or by email at [mrklopez@comcast.net](mailto:mrklopez@comcast.net).

Thank you,



Mark Lopez