

**CEDC Meeting  
June 4, 2020 – 6:30 PM  
Via Zoom**



**Meeting Materials**

CEDC  
Thursday June 4, 2020  
6:30pm – via Zoom

**CALL TO ORDER**

- Guest acknowledgements
- Approve minutes from:
  - o May 7, 2020
- Review financials

**NEW BUSINESS**

- Discuss Survey Results

**OLD BUSINESS**

- None

**OPEN ISSUES/ OTHER**

- Find professional to help bring businesses to Poland
  - o Look at asking the Chambers of Commerce

**ADJOURNMENT**

# CEDC

## Minutes of Meeting

### May 7, 2020 Meeting

#### **CALL TO ORDER**

Chairperson Cyndi Robbins called the meeting to order at 6:30 PM with Members Jen Letourneau, Norm Davis, Ray Cloutier, Shelia Foley, and Stacey Bsullak present. Deb Ouellette absent with notice.

#### **Guest Acknowledgements**

Guest present Matt Garside, Nikki Pratt, Joe Cimino.

#### **Approve Minutes**

Sheila Foley moved to approve the minutes. 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. Ray Cloutier seconded the motion. Discussion: None Vote 6-yes 0-no

#### **NEW BUSINESS**

##### **Covid-19 Update**

Transfer Station open with restrictions. Camp Connor loan repayment of \$14,000 to the Town of Poland has been provided a pass this year based on the camp's limitation of students and its ability to be economically viable. The town office is open with restrictions, the Code enforcement office is not open to the public however they are using online permitting and inspecting being conducted remotely.

The informational meeting for sewer has not been rescheduled due to town meeting is not scheduled yet. When the Town Meeting is rescheduled, we will have sufficient notice in time to schedule those additional meetings.

##### **Portal Information**

Unknown what this was refereeing to. Will put on the docket for when Sarah is back.

##### **Supply chain info?**

Many businesses are finding it hard to acquire supplies. Cyndi Robbins has offered up her contacts to assist those who are unable to obtain what is needed. The website [www.beansuppah.com](http://www.beansuppah.com) connect farms and local end users' businesses are encouraged to look into this as a way to connect with others.

#### **OLD BUSINESS**

##### **Website – Hire a writer/Photographer?**

With the importance of the completion of the website, there are several portions not of the language missing. The Committee would like to spend up to \$500 to hire a writer to professional write

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## Minutes of Meeting

### May 7, 2020 Meeting

the portions needed for the website. Ray Cloutier moved to approve spending up to \$500 on hiring a writer for the new website. Norm Davis seconded the motion. Discussion: None Vote 6-yes 0-no

Along with the need of the new language for the website, it has been discussed that the photo's need to acquire as well. Shelia Foley moved to hire a photographer with a budget of \$500. Norm Davis seconded this motion. Discussion: None Vote 6-Yes 0-No

#### Banners – Hire a designer?

It is discussed hiring a designer for banner logos for the three major anniversaries for 2020. In addition to these three logos it was requested that we have the designer look into various other designs to cover the different seasons and things to do around Poland so we would have everything in place for when new banners were voted on. Norm Davis moved that we elect to spend up to \$500 on different logos and design for banners. Ray Cloutier seconded the motion. Discussion: None Vote 6-yes 0-no.

It is also discussed of potentially leasing out banner spots to businesses that would like to create their own banners to put in the locations that we received permission from CMP. Matt will confer with Scott on if this is possible or not.

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

##### Find a professional to help bring business to Poland

While this has been something we have looked into for a while, the committee voiced several concerns about finding the professional to help keep businesses in Poland. One potentially way to keep others informed of what is available is by creating a new newsletter with resource sharing.

##### Maine State Parade/Heritage Day

The Maine State Parade has not officially cancelled but it appears to be rescheduled for 2021. With the change in the dates the float committee has put on hold the building until further guidance from the Parade is available.

Along with the state parade, Heritage Day is postponed until 2021. In place of Heritage Day there is potential to have a Strawberry Festival/4<sup>th</sup> of July at the Poland Spring Resort that will be able to limit the gathering sizes and the Dennis Sampson race in the fall.

##### BAH – Fall/Chamber Events

Steve Kenny has confirmed he is still willing to open the wedding barn for the Fall business after hours. As that date gets closer, there is will further discussions and decisions made.

The L/A chamber breakfast is still planned for June 11<sup>th</sup> at the Poland Spring Resort. This event will be limited to 50 people and logistics will be handed by the L/A Chamber.

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Farmers market

The Committee has discussed the importance of having a farms market in the center of town by the Town Hall. Jen will look into how other farmers markets are set up and what is required for these weekly gatherings. Due to COVID-19 this could be a small starter year with only a couple of Saturdays opening. Joe Cimino has also volunteered the parking lot of his new building as a potential location.

**ADJOURNMENT**

Shelia Foley moved to adjourn the meeting @ 7:48. Jen Letourneau seconded the motion.  
Discussion: None    Vote 6-yes 0-no

# Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	33,005.62	98.00	23,592.38
<b>01 - PSB TIF 1</b>			<b>56,500.00</b>	<b>33,005.62</b>	<b>98.00</b>	<b>23,592.38</b>
5650 - CEDC EXPENSE			56,500.00	33,005.62	98.00	23,592.38
05/07/20	P 0559	05/07/20 Payroll (Dist)		101.57	0.00	
05/14/20	P 0572	05/14/20 Payroll (Dist)		101.57	0.00	
05/21/20	P 0584	05/21/20 Payroll (Dist)		101.57	0.00	
05/28/20	P 0595	05/28/20 Payroll (Dist)		101.57	0.00	
06/02/20	A 0597	ANNUAL DUES		225.00	0.00	
		<b>May</b>	<b>0.00</b>	<b>631.28</b>	<b>0.00</b>	<b>22,961.10</b>
		<b>Expense.....</b>	<b>56,500.00</b>	<b>33,636.90</b>	<b>98.00</b>	<b>22,961.10</b>
		<b>Division....</b>	<b>56,500.00</b>	<b>33,636.90</b>	<b>98.00</b>	<b>22,961.10</b>
		<b>Department..</b>	<b>56,500.00</b>	<b>33,636.90</b>	<b>98.00</b>	<b>22,961.10</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>33,636.90</b>	<b>98.00</b>	<b>22,961.10</b>



# Oxford Hills Chamber of Commerce

4 Western Avenue • South Paris, Maine 04281

Phone: (207)743-2281 • Fax: (207)743-0687 • Email: [info@oxfordhillsmaine.com](mailto:info@oxfordhillsmaine.com)

*Proudly Serving the towns of Buckfield, Harrison, Hartford, Hebron, Mechanic Falls, Norway, Otisfield, Oxford, Paris, Poland, Sumner, Waterford, and West Paris*

We are with you! Thank you for your support and know that we will do anything we can to help make things better under conditions no one could have anticipated.

I am here for you and you can call me anytime at 527-2351 or 890-3413 and email me at [john@oxfordhillsmaine.com](mailto:john@oxfordhillsmaine.com) or [john@williamsbroadcasting.net](mailto:john@williamsbroadcasting.net).

Whatever you can send is greatly appreciated.

All the best,

  
John Williams

**"Helping Our Members Succeed!"**

**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:** 5/11/20  
**Invoice Number:** 5508  
**Account ID:**

Town of Poland  
1231 Maine Street  
Poland, ME 04274

		Terms	Due Date
		Net 30	6/10/20
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