

CEDC Meeting
February 7, 2019 – 6:30 PM
Town Office Conference Room



Meeting Materials

CEDC
Thursday, February 7, 2019
6:30pm – Town Office Conference Room

CALL TO ORDER

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

NEW BUSINESS

- Banners
- Business of the quarter
- Questions for business survey
- Next BAH
- Business of the Year Award to present at town meeting and who will present this.
- Marijuana Public Hearing

OLD BUSINESS

OPEN ISSUES/ OTHER

ADJOURNMENT

CEDC Meeting Minutes

For December 12, 2018 Meeting

CALL TO ORDER

Chairperson Steve Robinson called the meeting to order at 6:30 PM with Members Stan Tetenman, Jay Kiel, Jennifer Letourneau, Cyndi Robbins, Ray Cloutier, Bill Eldridge, and Sarah Merrill, Recording Secretary, present.

Guest acknowledgements

Guests present – Matt Garside, Walter Gallagher, Rob Williamson, Collin Stuart, Stacey Bsullak, Sheila Foley, Paul Lundford, and Jimmy Walker.

Approve minutes

Cyndi Robbins moved to accept the meeting minutes from the November 11, 2018 meeting. Ray Cloutier seconded the motion. Discussion: None Vote: 7-yes 0-no

Review financials – Matt Garside

Matt Garside went over the financials in the invoices. Stan Tetenman moved to approve the financials and the invoices. Cyndi Robbins seconded the motion. Discussion: None Vote: 7-yes 0-no

Presentation by Wright-Pierce

Rob Williamson and Collin Stuart from Wright-Pierce went over the water and sewer extension projects and answered questions from the Committee.

After the presentation the Committee discussed what they had been told and their thoughts on the projects. One of the questions the Committee has is whether area businesses who stand to profit from the projects are willing to financially contribute to them. Other important questions are A) what do we want to accomplish and B) what can we afford.

NEW BUSINESS

Bill Bouchard Snowshoeing Event

Bill Bouchard is a snowshoeing enthusiast and he would like to start a snowshoeing event in Poland. He would like to get this event organized for the 2019 winter season, but it will more than likely not happen until 2020. Cyndi Robbins has offered to let him use the Inn grounds for the event. Also, Cyndi Robbins said that there will be groomed trails over the Inn golf course for snowshoeing and cross-country skiing this winter.

Prepare a budget for FY '20

Thursday January 24th is when this will be presented to the budget committee. Cyndi Robbins will present the CEDC budget to the Budget Committee since Steve Robinson is on the Budget Committee. The total budget will be \$56,500 the same as last year. The Committee wants to add a line in the budget for hiring a planner for the Fall Event as well as for a couple other things. Cyndi Robbins will come up with a first draft of the budget and email it to everyone.

OLD BUSINESS

BAH – Recap the November 8th event

The Committee thinks that the BAH was well attended and everyone had a good time. At the next event they would like to structure the event a little differently and have a couple people come in and speak to the business owners. Sarah Merrill asked the Committee to email her the names and contact information of people that they always want to be invited to the BAH.

Subcommittee Update for Fall 2019 Event

The Subcommittee is looking to have this event in 2020 and would like to hire an event planner. This event will not be combined with Heritage Days. Cyndi Robbins will continue holding the Strawberry Festival and Heritage Days in late spring/early summer which are about Poland. The Fall Event will have its own identity and be held in the fall.

Marijuana Committee Update

This committee is close to having a first draft and are meeting every Wednesday night.

Topics for the Town newsletter – Need completed articles by Dec 15th

The Committee would like to thank people for coming out to the Special Town Meeting and talk about the various projects they are working on. Steve Robinson will come up with an article and any members who would like to contribute to the article will contact him.

Committee members were to bring three questions with them that they'd like to see on the business survey. Sarah Merrill also suggested people email the questions to her and she will compile them for the next meeting.

Banners

The Committee looked at the fabric samples sent by the company and chose the Digital Mainstreet Fabric sample because it's more durable. The Committee would like to know if there will be wind slits in the banners and would like to find out what a second set of banners would cost. It might be a good idea to alternate between the colored banners and the tan banners. Also, if the Committee gets 24 banners, then the banners can be put up in the various communities that make up Poland i.e. Poland Spring, Poland, East Poland, and West Poland.

Bill Eldridge moved to approve spending to more than \$5,000.00 on the banners and brackets. Ray Cloutier seconded the motion. Discussion: None Vote: 7- yes 0-no

OPEN ISSUES / OTHER ISSUES

Next CEDC Meeting Date

Sarah Merrill suggested moving the meeting date because people will be taking time off and very busy around the holidays. The Committee agreed, and the next meeting will be on January 9th at 6:30 pm with the place TBD.

ADJOURNMENT

Cyndi Robbins moved to adjourn the meeting at 8:40 pm. Ray Cloutier seconded the motion. Discussion: None Vote: 7- yes 0-yes

Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	15,379.11	192.50	41,313.39
01 - PSB TIF 1			56,500.00	15,379.11	192.50	41,313.39
5650 - CEDC EXPENSE			56,500.00	15,379.11	192.50	41,313.39
12/06/18	P 0290	12/06/18 Payroll (Dist)		98.00	0.00	
12/13/18	P 0310	12/13/18 Payroll (Dist)		98.00	0.00	
12/18/18	A 0313	MRS AUDIT TIF		1,889.52	0.00	
12/20/18	P 0322	12/20/18 Payroll (Dist)		98.00	0.00	
12/27/18	P 0341	12/27/18 Payroll (Dist)		98.00	0.00	
		December	0.00	2,281.52	0.00	39,031.87
		Expense.....	56,500.00	17,660.63	192.50	39,031.87
		Division....	56,500.00	17,660.63	192.50	39,031.87
		Department..	56,500.00	17,660.63	192.50	39,031.87
Final Totals			56,500.00	17,660.63	192.50	39,031.87

Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	18,772.24	192.50	37,920.26
01 - PSB TIF 1			56,500.00	18,772.24	192.50	37,920.26
5650 - CEDC EXPENSE			56,500.00	18,772.24	192.50	37,920.26
01/15/19	A 0365	SERVICES		1,846.58	0.00	
01/15/19	A 0365	WEBGIS SUPPORT		2,400.00	0.00	
01/10/19	P 0373	01/10/19 Payroll (Dist)		203.00	0.00	
01/17/19	P 0390	01/17/19 Payroll (Dist)		98.00	0.00	
01/24/19	P 0400	01/24/19 Payroll (Dist)		98.00	0.00	
01/31/19	P 0410	01/31/19 Payroll (Dist)		98.00	0.00	
		January	0.00	4,743.58	0.00	33,176.68
		Expense.....	56,500.00	23,515.82	192.50	33,176.68
		Division....	56,500.00	23,515.82	192.50	33,176.68
		Department..	56,500.00	23,515.82	192.50	33,176.68
Final Totals			56,500.00	23,515.82	192.50	33,176.68

Proposed Questions for Business Survey

What can CDEC do to help your business?

We are working on a new website visiting Poland What do you think we should highlight about Poland?

What can we do to help market your business?

- 1) What can CEDC do for you?
- 2) What is it you need for your business to grow?
- 3) How do you advertise? Check one or more
 - a. Newspaper/ magazine print
 - b. Web
 - i. Own site
 - ii. Other site- name _____
 - c. Restaurant table mats
 - d. Other- _____
- 4) Do you know other businesses that might like to relocate/ change location/ expand? _____
- 5) What type of business do you think needs to be in Poland (not here today)?
- 6) What if any business training would you use/need:
 - a. Web site
 - b. Financial
 - c. Advertising
 - d. Other _____

How can the CEDC help you and your business?

What is your business?

Are you looking for a new sight to build or an existing building?

What infrastructure do you require, i.e. 3 Phase power, Sewer, Water, Natural Gas?

Will your business create new jobs for the area, skills needed, education, etc.?

- 1) What would help your business grow:
 - a. More advertising opportunities
 - b. Water/Sewer/Natural gas expansion
 - c. Skilled employees
- 2) What Industry would complement your business to invite to Poland networking opportunities?
- 3) How do you stay informed about what is happening and opportunities in the community?
- 4) Who are you looking to work with for clients/resources? Are you more of a business to business company or do you work with individual's, homeowners, general public?