

Community & Economic Development Committee
Thursday, November 5, 2020
Public Zoom Meeting – 6:30 pm

MINUTES

CALL TO ORDER

The Town of Poland CEDC meeting for November 5, 2020, was called to order at 6:30 pm via Zoom by Committee Chair Jennifer Letourneau. The Chair, as well as members Cyndi Robbins, Raymond Cloutier, Norm Davis, Stacey Bsullak, and Sheila Foley are present. Alternate William Eldridge is absent without notice.

Public Attendance: Town Manager Matt Garside and CEDC Recording Secretary Alex Sirois.

RECOGNITION OF VISITORS

None

MINUTES

October 1, 2020

- Member Norm Davis makes a motion to accept the minutes for October 1, 2020, as presented, seconded by Member Raymond Cloutier. No discussion.
- Vote: YES – 5 NO – 0 ABSTAIN – 1 (Robbins)

REPORTS

Financial Report

- Town Manager Matt Garside presents the financial report for October 2020.
 - The only substantial change is the CEDC admin expense.
 - Member Cyndi Robbins asks if Matt has received a bill for photography and the Business After Hours event, and he has not.
 - Member Cyndi Robbins makes a motion to accept the financial report for October 2020, as presented, seconded by Member Sheila Foley. No discussion.
- Vote: YES – 6 NO – 0

COMMUNICATIONS

None

OLD BUSINESS

CEDC Website

- The business directory needs attention.
- Website launch will be delayed until at least November 15th.
- A meeting will be held tomorrow night at 6:30 pm via Zoom to discuss in greater detail.
- Chair Jennifer Letourneau suggests calling the business list to confirm their information is accurate and also let them know that the website will be going live soon.
- Member Cyndi Robbins asks if the list can be divided among members to share the work.
- Recording Secretary Alex Sirois still needs a town email address, and will also need access to the website.

- Member Cyndi Robbins is curious if it would be possible to get maps of the Poland Hiking trails. She will be getting photos from Gini Haines Photography without water mark for website use.

BROADBAND GIS OVERLAY

- Town Manager Matt Garside informs the Committee that the broadband access data does exist and can be imported into the existing GIS system as a data overlay. The approximate cost for this project would be around \$1,500. This could be useful for a business that is considering coming to Poland but wants to verify utilities first.
- Vice Chair Cyndi Robbins makes a motion to authorize Town Manager Matt Garside to spend up to \$2,000 on a Broadband GIS overlay through Sebago Technics, seconded by Member Norm Davis. No discussion.

Vote: YES – 6 NO – 0

NEW BUSINESS

Downtown Development

- Chair Jennifer Letourneau informs the Committee that at a recent Comprehensive Plan Committee meeting it was discussed that it may be a good idea for the CEDC to review the Downtown Design Standards, and she is wondering if it might be a good idea to consult with an expert on the current standards.
- Town Manager Matt Garside suggests that the Code Enforcement Officer attend the next meeting to discuss the current standards. He wonders if these standards even make sense to someone who is looking to develop the down town.
- Vice Chair Cyndi Robbins suggests BuildMaine as a possible resource.
- The Committee would like the CEO to attend the December 3rd meeting to continue the discussion.

OTHER

- Member Sheila Foley asks how the Town or CEDC is able to assist a new business that is interested in moving to Poland.
 - Member Norm Davis answers the question reminding her that TIF funds cannot be used in a way that will only benefit one property owner.
 - Town Manager Matt Garside includes that the Town could do a credit enhancement agreement with an individual property owner.
 - Member Raymond Cloutier remembers an email that was sent to former Town Manager Bradley Plante that specifically outlined what TIF funds could be used for. He or Cyndi will try to find this information.
- It is decided that the December meeting will be held via Zoom.
- Future banners on CMP poles can be made much larger than the current version.
 - Chair Jennifer Letourneau suggests that the Committee obtain a quote and possibly approve the purchase of new banners at the next meeting.
- Member Raymond Cloutier mentions that he is aware of three new business that have opened in town. Could the CEDC send them some type of welcome letter?
 - Member Sheila Foley suggests the Committee members stop in to introduce themselves and welcome these new business.
 - Member Raymond Cloutier will stop by and introduce himself, and ask if the CEDC can assist them with any promotion.

ADJOURNMENT

Member Raymond Cloutier makes a motion to adjourn at 7:20 pm, seconded by Member Sheila Foley.
No discussion.

Vote: YES – 6 NO – 0

Recorded by: ALS

Approved on: December 3, 2020