

**Community & Economic Development Committee
Thursday, December 3, 2020
Public Zoom Meeting – 6:30 PM**

MINUTES

CALL TO ORDER

The Town of Poland CEDC meeting for December 3, 2020, was called to order at 6:35 pm via Zoom by Committee Chair Jennifer Letourneau. The Chair, as well as members Cyndi Robbins, Stacey Bsullak, and Sheila Foley are present. Members Norm Davis, Raymond Cloutier, and Alternate William Eldridge are absent.

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

RECOGNITION OF VISITORS

None

MINUTES

November 5, 2020

- Member Sheila Foley makes a motion to accept the minutes for November 5, 2020, as presented, seconded by Vice Chair Cyndi Robbins. No discussion.
- Vote: YES – 4 NO – 0 ABSTAIN – 0

REPORTS

Financial Report

- Town Manager Matt Garside informs the Committee that he mistakenly sent the October financial information instead of November.
- Vice Chair Cyndi Robbins asks Matt if he has received a bill for the photographer or business after hours, and he has not.
- Cyndi asks if she should be sending bills to Alex or Matt. Matt would prefer that all bills are sent directly to the Finance Director.
- Cyndi will resend the bills.

COMMUNICATIONS

None

OLD BUSINESS

CEDC Website

- Reviewing last months notes it was discussed splitting up the work. Vice Chair Cyndi Robbins asks how should this be done?
- Chair Jennifer Letourneau asks the committee if they have been able to access the Google Document.
- Member Sheila Foley called some of the businesses on the part of the list she was working on. She spoke with a few and left messages for others. She told them there would be a follow up email once the website goes live. She wonders if she should be updating the information on the Google Document.
- Jennifer agrees that updating the Google Document with the accurate information is a good idea and add your initials so we know you have talked with them.
- Cyndi Robbins is wondering if we can decide who will contact who?

- Sheila Foley informs her this was done at a meeting Cyndi was absent from.
- Jennifer asks if we have the photos taken by Gini Haines without a watermark, and we do not.
- Jennifer would like to know how the remaining work for the website should be divided.
 - Cyndi Robbins will focus on the “to do, eat, and stay” tabs.
- Member Stacy Bsullak is wondering if the Committee can pay Alex extra to just finish the website.
 - Alex will take a look at the website and see if he can just finish it up under his current hours available to the CEDC for no additional cost.

Broadband GIS Overlay

- Matt Garside updates the Committee on the progress so far on the broadband mapping project. A map has been included in the packet and he is looking for the Committee to confirm that they are okay with this before it is uploaded to the GIS website. He also mentions a fiber optic line that passes through town on route 26, which does not actually serve any Poland residents.
- The Committee approves of the map.
 - Matt will move this forward to the GIS service.

Downtown Design Standards

- The Comprehensive Planning Committee has requested input of others regarding the appearance of the downtown and how the standards should look for future development.
- Matt Garside informs the Committee that the goal was to see if we could get any input from existing businesses that may want to see changes made to the standards for the future. An opportunity to fix what might not be working.
- Matt suggests doing a public Zoom meeting after the holidays and sending an invite to the master business list seeking input. For the Comprehensive plan a survey was done that received approximately 150 responses. It received a good amount of interest on Facebook.
- Member Sheila Foley is more concerned with signs and sign standards.
- Chair Jennifer Letourneau asks if we can look at some towns similar to Poland and see what they have for standards.
 - CEDC Recording Secretary Alex Sirois informs the Committee that the neighboring town of Raymond has commercial district design guidelines that they like commercial properties to meet, however they are not required standards.
 - Matt suggests it might be worth exploring a change similar to Raymond.
- Chair Jennifer Letourneau would like to hold a public Zoom meeting in February. A date will be set at the January meeting.

NEW BUSINESS

Business Registration Process

- This particular item came up at a website meeting.
- Member Stacy Bsullak suggests moving this online to streamline the process and make it easier for Poland business owners.
- Matt Garside is unsure why the annual fee of \$10 is charged.
- The Committee would like to see the annual \$10 fee removed.

OTHER BUSINESS

- Matt suggests holding the January meeting via Zoom due to a possible Budget Committee conflict.
 - The January meeting will be held via Zoom.
- Member Stacy Bsullak is curious where the Committee can obtain more up to date information on local economic changes, new businesses opening or closing, etc.
 - Matt Garside suggests additional information could be pulled from the Planning and Development Office Monthly Report.
 - CEDC Recording Secretary Alex Sirois will pull this for the meeting packets, and he will also get any recent Planning Board Findings for the packets which will help the Committee be informed of new commercial projects coming to town.
- Member Raymond Cloutier was supposed to stop by the new Flower Shop, do we know if he did?
 - Matt Garside will stop by tomorrow and introduce himself.
- Member Stacey Bsullak inquires of the status of the new banners.
 - Vice Chair Cyndi Robbins will reach out to Chip to see if he is able to do what we need. Designs had been created, so she will try to find them and resend them to Chip.
 - Chair Jennifer Letourneau would like a quote on these to vote on the next meeting
- Member Stacy Bsullak is wondering if there is anything else that the Committee can do to support local businesses, possibly grants?
 - Vice Chair Cyndi Robbins informs her that King and Collins are working on a new PPE program, with more info to come soon.
 - Member Sheila Foley knows that Rumford just gave a grant to a local business. Is this something Poland can do?
 - Chair Jennifer Letourneau suggests posting something on Facebook asking if there is anything that we can do to assist Poland businesses.
 - Sheila will post something.

ADJOURNMENT

The meeting adjourned at 7:45 pm.

Recorded by: ALS

Approved on: January 5, 2021