

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, JUNE 1, 2023**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**Community & Economic Development Committee  
Thursday, June 1, 2023  
6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

May 4, 2023

**RECOGNITION OF VISITORS**

**REPORTS**

May 2023 Financial Report  
Planning and Development Report

**COMMUNICATIONS**

Chrissy Kimball Resignation  
Poland Spring Resort Invoice  
Prospect Digital Invoice

**OLD BUSINESS**

Spring Business After Hours Follow Up  
Business to Business Trade Show Follow Up  
Beautification

**NEW BUSINESS**

**OTHER BUSINESS**

**ADJOURNMENT**

**CEDC ACTIVE LIST**

SOP For New Businesses  
Banner Replacement  
Historical Sign Replacement

# **MINUTES**

**Community & Economic Development Committee**  
**Thursday, May 4, 2023**  
**Town Office Conference Room - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The meeting of the Poland CEDC was called to order at 6:32 pm on May 4, 2023, by Chair Cyndi Robbins. Vice Chair Sheila Foley and members Norm Davis, Stacey Bsullak, Mike Ellis, and Rob Dwyer were present. Member Chrissy Kimball was absent.

**Public Attendance:** Recording Secretary Alex Sirois and Selectboard Member Nate McNally.

**MINUTES**

April 13, 2023

- Member Norm Davis motioned to approve the minutes for April 13, 2023, as presented, seconded by Member Sheila Foley. The motion carried with no further discussion.  
VOTE            YES - 5            NO - 0            ABSTAINED - 1 (S. Bsullak)

**RECOGNITION OF VISITORS**

**REPORTS**

Financial Report - February 2023

- Chair Cyndi Robbins noted three transactions for professional services on the financial report. These services were provided by Sebago Technics.

Financial Report - March 2023

- A motion was made by Member Mike Ellis and seconded by Member Rob Dwyer to approve the financial report for February and March 2023. No Discussion.  
VOTE            YES - 6            NO - 0

Planning and Development Report

- The following new business registrations were received by the Planning and Development Office since the last meeting:
  - Simply Made by Kelsea, a bath and beauty products business, at 281 Jackson Road.
  - Poland Provisions, a cafe and general store, at 1220 Maine Street.
  - Zbon Fitness, a fitness center, at 1385 Maine Street, Unit 3.
- No applications have been approved by the Planning Board since the last meeting.
- The following commercial building permits were received by the Code Enforcement Office since the last meeting.

- Zach Bonnevie submitted an application for a new 36" x 96" wall-mounted sign, and one 8" x 90" pylon sign at 1385 Maine Street, Unit 3—estimated construction cost of \$1,800.
- Mark Dubord submitted an electrical permit application for work to be done at 1385 Maine Street, Unit 3.
- Blue Triton Brands Inc. submitted an application for the installation of an equalization tank proposed as part of the dockyard expansion at 0 Spring Water Road. Estimated construction cost of \$355,000.
- David Langevin submitted an electrical permit application for power distribution upgrades at 71 Agassiz Village Lane.
- It was mentioned that a new mechanical shop will be opening across from Chrissy Kimball's ice cream shop. Chair Cyndi Robbins invited the shop owner to the Business After Hours event.

## **COMMUNICATIONS**

### **OLD BUSINESS**

#### Website

- Recording Secretary Alex Sirois has requested up-to-date business registration information from the Code Office, in hopes to upload that database to the new website. Once he has that information the business database will be up and running.

#### Spring Business After Hours

- Vice Chair Sheila Foley motioned to have Chad Haynes as the entertainment for the Spring Business After Hours event. The motion was seconded by Rob Dwyer. No discussion.  
VOTE:            YES - 6            NO - 0
- Chair Cyndi Robbins emphasized the importance of having the website up and running before the event.
- Recording Secretary Alex Sirois will remind business owners to bring promotional materials for the upcoming business trade show.
- Chair Cyndi Robbins mentioned will try to get door prizes for the event.

#### Business To Business Tradeshow

- Additional volunteers are still needed to man the booth.

#### Beautification

- Chair Cyndi Robbins will discuss the possibility of hiring someone to water the beautification projects with Town Manager Matt Garside.
- Shaker Hill proposed planting beds at the signs for \$1,000, excluding maintenance.
- Vice Chair Sheila Foley suggests bringing this up at the Business After Hours event.
- The committee explored the option of lining up a fall planting arrangement.

- Selectboard Member Nate McNally suggests contacting Conservation to see if they might have any interest in helping.

## **OTHER BUSINESS**

### Historic Signs

- Chair Cyndi Robbins suggests budgeting for the replacement of historic signs, which have been in use since 2015.

### CEDC Name Tags

- It was decided that new CEDC name tags should be ordered. Recording Secretary Alex Sirois will provide Chair Cyndi Robbins with a list of names for the name tags so she can place the order.

### Plaque/First Dollar Sign

- A new plaque/first dollar sign needs to be ordered for Zbon's ribbon-cutting ceremony.

## **ADJOURNMENT**

Member Stacey Bsullak motioned to adjourn the meeting at 8:10 pm, and the motion was seconded by Vice Chair Sheila Foley. No discussion.

VOTE:            YES - 6                    NO - 0

Recorded by: ALS

Accepted on: June 1, 2023

# **REPORTS**

**Expense Detail Report**  
 Department(s): E 400-07-6000-60 - E 400-07-6000-60  
 May

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Unexpended Balance
400 - TIFS			56,500.00	30,998.76	0.00	25,501.24
<b>07 - TIF 2</b>			<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>
6000 - TIFS			56,500.00	30,998.76	0.00	25,501.24
60 - CEDC			56,500.00	30,998.76	0.00	25,501.24
05/16/23	A 0793	ANNUAL DUES		225.00	0.00	
05/25/23	P 0818	05/25/23 Payroll (Dist)		463.94	0.00	
		<b>May</b>	<b>0.00</b>	<b>688.94</b>	<b>0.00</b>	<b>24,812.30</b>
		<b>Object.....</b>	<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>
		<b>Expense.....</b>	<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>
		<b>Division....</b>	<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>
		<b>Department..</b>	<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>





**TOWN OF POLAND, MAINE  
COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**

May 30, 2023

Re: **April Planning and Development Report**

Dear Committee Members,

**The following new business registrations were received by the Planning and Development Office since the last meeting:**

1. J Dostie Electric, LLC, an electrician, at 126 Bailey Hill Road.
2. Ivy Moon Botanicals, a maker of wellness teas, at 42 Lane Road.

**No applications have been approved by the Planning Board since the last meeting.**

**The following commercial building permits were received by the Code Enforcement Office since the last meeting.**

1. Sheila Foley submitted an application for a new HVAC system at 1220 Maine Street. Estimated construction cost of \$16,000.
2. Sheila Foley submitted a sign permit application for work to be done at 1220 Maine Street. Estimated construction cost of \$1,814.

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine

# **COMMUNICATIONS**

**From:** Cyndi Robbins psicyndi@gmail.com  
**Subject:** Re: CEDC  
**Date:** May 31, 2023 at 4:28 PM  
**To:** Chrissy Kimball realtorchrissy@gmail.com

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I totally understand! Thank you for your service!

Cyndi Robbins  
psicyndi@gmail.com

On May 31, 2023, at 4:22 PM, Chrissy Kimball <realtorchrissy@gmail.com> wrote:

Hi Cyndi,

I really hate to do this, but I have to resign from the CEDC. My family and business obligations are incredibly demanding at this point in my life and I just have to let some things go. Effective immediately, I am resigning my position.

Thank you,  
Chrissy Kimball.

Sent from my iPhone

**Poland Spring Resort**  
640 Maine St  
Poland, ME US  
2079984351  
Cyndi@polandspringresort.com  
<http://www.polandspringresort.com>



# INVOICE

**BILL TO**  
Poland, town of

**INVOICE #** 17183  
**DATE** 05/30/2023  
**DUE DATE** 06/14/2023

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ACTIVITY	QTY	RATE	AMOUNT
<b>I FUNCTIONS ENTERTAINMENT</b> reimburse for entertainment	1	200.00	200.00

THANK YOU!  
We appreciate your business.

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**BALANCE DUE** **\$200.00**



**From**  
Prospect Digital  
Minot, ME 04258

**To**  
Cyndi Robbins

**Invoice** 43  
**Issued** May 31, 2023  
**Due Date** June 30, 2023

ITEM	QUANTITY	PRICE	TOTAL
Web Design Visit Poland Website Design	16.25	\$36.53	<b>\$593.61</b>
Annual Web Hosting - Standard Performance - 1 WordPress website - 25 GB storage - Multiple databases - Unmetered bandwidth - Daily backups - SSL Certificate	1	\$150.00	<b>\$150.00</b>
Annual Domain Free with web hosting package	1	\$0.00	<b>\$0.00</b>

Subtotal: \$743.61  
Tax: \$0.00  
Total: **\$743.61**

Please make all checks payable to Alex Sirois.