

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, OCTOBER 6, 2022
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, October 6, 2022
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

September 1, 2022

RECOGNITION OF VISITORS

REPORTS

Financial Report - August 2022

Financial Report - September 2022

Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

Business After Hours (Confirm Date & Location)

NEW BUSINESS

Heritage Day Recap

Pickin' In The Orchard Recap

2023 Winter Festival Organization

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses

Triathlon (delayed until the January meeting)

Town Sign Landscaping (delayed until the January meeting)

Banner Replacement

MINUTES

Community & Economic Development Committee
Thursday, September 1, 2022
Fire Station - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for September 1, 2022, was called to order at 6:33 pm, by Chair Cyndi Robbins. Vice Chair Sheila Foley and members Chrissy Kimball, Stacey Bsullak, and Norm Davis are present. Member Mike Ellis is absent.

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

ELECTION OF OFFICERS

- Member Chrissy Kimball nominates Cyndi Robbins as Chair, seconded by Sheila Foley. Cyndi agrees to do one more year as the Chair.
VOTE YES - 5 NO - 0
- Chair Cyndi Robbins nominates Sheila Foley as Vice Chair, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

MINUTES

July 7, 2022

- Member Norm Davis makes a motion to accept the minutes for July 7, 2022, as presented, seconded by Member Chrissy Kimball. No discussion.
VOTE YES - 4 NO - 0 ABSTAINED - 0 (S. Bsullak)

RECOGNITION OF VISITORS

None

REPORTS

Financial Report - July 2022

- The Business After-Hours bill was paid but has not yet been approved.
- Vice Chair Sheila Foley makes a motion to accept the Financial Report for July 2022 as presented, seconded by Member Chrissy Kimball. No discussion.
VOTE YES - 5 NO - 0

Financial Report - August 2022

- It appears as though two reports for July were included instead of an August report. This will be reviewed next month.

Planning and Development Report

- No new business registrations were received by the Planning and Development Office since the last meeting.
- The following Site Plan Applications were approved by the Planning Board since the last meeting:
 - David Ferland, to use an existing storage building for a farm equipment repair shop, at 170 Hardscrabble Road.
- The Code Enforcement Office received no commercial building permits since the last meeting.

COMMUNICATIONS

Gems of Route 26 Invoice

- This bill is for the \$1000 payment to the Gems of Route 26.
- Member Stacey Bsullak makes a motion to pay the dues bill for the Gems of Route 26, seconded by Vice Chair Sheila Foley. No discussion.
VOTE YES - 4 NO - 0 ABSTAINED - 1 (C. Robbins)
- Cyndi abstains all in favor

Cyndi's Dockside Invoice

- This invoice was for the May Business After Hours event and has already been paid.
- Member Norm Davis makes a motion to approve the expense, seconded by Vice Chair Sheila Foley. No discussion.
VOTE YES - 4 NO - 0 ABSTAINED - 1 (C. Robbins)

Heritage Day

- This is approximately the twelfth year of this event. Cyndi informs the Committee that last year the water company paid the bill. This year it is going back to being community funded. Entertainment, food vendors, etc will all need to be paid for.
- This year the new Togo statue will be unveiled.
- Member Chrissy Kimball makes a motion to pay the \$5,000 invoice for heritage day, seconded by Vice Chair Sheila Foley. No discussion.
VOTE YES - 5 NO - 0

Pick'n In The Orchard Festival

- Member Stacey Bsuklak is hosting a community farm event at Gathering Winds Farm. This is a free event and may include a donation jar. The first year she did the event the Committee donated \$2,000.
- Chair Cyndi Robbins asks if she has liability insurance and she does.
- Cyndi asks the Committee if they want to add this to the annual events that the CEDC helps fund, and if so, should we separate them further so there isn't a conflict?
 - The Committee agrees it would make sense to separate this event from Heritage Day, however, Stacy is fairly limited by her picking season.

- The Committee discusses events and the budget for this year and which events should be sponsored by the CEDC.
- Vice Chair Sheila Foley makes a motion to donate \$1,500 to the Pick'n in the Orchard Festival at Gathering Winds Farm, seconded by Member Chrissy Kimball. The Committee asks that this event is promoted stronger inside and outside of Poland. The event does bring people from outside of Poland to Poland, so they feel it does meet their charge for promoting business and community.

VOTE YES - 4 NO - 0 ABSTAINED - 1 (S. Bsullak)

AVCOG Draft 2023-2028 Comprehensive Economic Development Strategy

- This lengthy, but informative document was included in the packet for the meeting.

OLD BUSINESS

Website

- The Committee views the progress of the new Visit Poland website.
- A sixth box should be made on the home page for Living in Poland which should focus on resident-related items.
- The Committee discusses what to do for businesses that haven't paid the business registration fee. It is the consensus of the Committee that they should still be included on the website.

Business After Hours

- Chair Cyndi Robbins reached out to Fairlawn Golf Course and they are at least six months out for being able to host an event. A new location will be needed for the fall event.
- Camp Northstar might be an option
- The Maine state building is an option.
- The 12th and 20th of October are considered.
- It is decided that the Committee will give a plaque to the business of the year at the event.

NEW BUSINESS

Heritage Day

- Discussed at an earlier point in the meeting.

2023 Winter Festival

- Vice Chair Sheila Foley is hopeful that she will be opening her new business around the time of this event and therefore she will not be as active as she was this year.
- The Committee decides it might be worth starting to put together a committee to plan the event in October.

- Member Chrissy Kimball suggests asking for help with this event at the October Business After Hours. A signup sheet might be a good idea asking for volunteers and sponsors.
- The Committee will discuss this at the October meeting.

Spring 2023 Event

- Bonnie Robbins has agreed to help with the triathlon.
- The Committee needs to confirm a timeframe with the new park ranger.
- This should be pushed off until the January meeting.

Banner Replacement

- Chair Cyndi Robbins suggests that this item be continued at a later meeting.

Downtown Design Standards Professional Services

- Town Manager Matt Garside reached out to the Committee and asked if they would consider using funds to pay Sebago Technics to draft an amendment to the CLUC for the Downtown Design Standards.
- Vice Chair Sheila Foley doesn't think it is a good idea to continue to spend more money on this project, however, she wants to see this completed, so she is okay with spending up to the agreed-upon total of \$9,600 as long as it is timely for the 2023 town meeting and the CEDC is kept in the loop.
- Member Chrissy Kimball makes a motion to spend up to \$9,600 for Sebago Technics to draft an amendment to the Comprehensive Land Use Code specifically the Down Town Design Standards, as long as a draft is completed by November 1st, seconded by Member Stacy Bsullak. No discussion.

VOTE: YES - 5 NO - 0

OTHER BUSINESS

No other business is discussed.

ADJOURNMENT

The meeting adjourns at 7:55 pm.

Recorded by: ALS

Accepted on: October 6, 2022

REPORTS

Expense Detail Report

Department(s): E 400-07-6000-60 - E 400-07-6000-60
August

| Account----- | | | | Current | | | Unexpended |
|---------------------|--------|-------------------------|--|------------------|-----------------|-------------|------------------|
| Date | Jrnl | Desc--- | | Budget | Debits | Credits | Balance |
| 400 - TIFS | | | | 56,500.00 | 1,694.77 | 0.00 | 54,805.23 |
| 07 - TIF 2 | | | | 56,500.00 | 1,694.77 | 0.00 | 54,805.23 |
| 6000 - TIFS | | | | 56,500.00 | 1,694.77 | 0.00 | 54,805.23 |
| 60 - CEDC | | | | 56,500.00 | 1,694.77 | 0.00 | 54,805.23 |
| 08/16/22 | A 0150 | REIMBURSEMENT | | | 1,000.00 | 0.00 | |
| 08/25/22 | P 0189 | 08/25/22 Payroll (Dist) | | | 463.94 | 0.00 | |
| | | August | | 0.00 | 1,463.94 | 0.00 | 53,341.29 |
| | | Object..... | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| | | Expense..... | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| | | Division.... | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| | | Department.. | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| Final Totals | | | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |

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

| Account----- | | | | Current | | | Unexpended |
|---------------------|--------|-------------------------|--|------------------|-----------------|-------------|------------------|
| Date | Jrnl | Desc--- | | Budget | Debits | Credits | Balance |
| 400 - TIFS | | | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| 07 - TIF 2 | | | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| 6000 - TIFS | | | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| 60 - CEDC | | | | 56,500.00 | 3,158.71 | 0.00 | 53,341.29 |
| 09/22/22 | P 0246 | 09/22/22 Payroll (Dist) | | | 463.94 | 0.00 | |
| | | September | | 0.00 | 463.94 | 0.00 | 52,877.35 |
| | | Object..... | | 56,500.00 | 3,622.65 | 0.00 | 52,877.35 |
| | | Expense..... | | 56,500.00 | 3,622.65 | 0.00 | 52,877.35 |
| | | Division.... | | 56,500.00 | 3,622.65 | 0.00 | 52,877.35 |
| | | Department.. | | 56,500.00 | 3,622.65 | 0.00 | 52,877.35 |
| Final Totals | | | | 56,500.00 | 3,622.65 | 0.00 | 52,877.35 |



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

October 4, 2022

Re: **September Planning and Development Report**

Dear Committee Members,

No new business registrations were received by the Planning and Development Office since the last meeting.

The following Applications were approved by the Planning Board since the last meeting:

1. Amanda Abelmann received Sketch Plan Approval to change the use of an existing commercial building to a medical marijuana retail storefront, at 457 Maine Street.

No commercial building permits were received by the Code Enforcement Office since the last meeting:

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine