

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, NOVEMBER 2, 2023**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**Community & Economic Development Committee**  
**Thursday, November 2, 2023**  
**6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

September 7, 2023

**RECOGNITION OF VISITORS**

**REPORTS**

September 2023 Financial Report

October 2023 Financial Report

Planning and Development Report

**COMMUNICATIONS**

**OLD BUSINESS**

Beautification

Establish Criteria For CEDC-Funded Events

Fall Business After Hours

**NEW BUSINESS**

Downtown Design Standards

Christmas In Poland

2023 Business of the Year

**OTHER BUSINESS**

**ADJOURNMENT**

**CEDC ACTIVE LIST**

SOP For New Businesses

Banner Replacement

Historical Sign Replacement

Update Backdrop and Tradeshow Materials

# **MINUTES**

**Community & Economic Development Committee**  
**Thursday, September 7, 2023**  
**Town Office Conference Room - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for September 7, 2023, was called to order at 6:30 p.m. by Chair Cyndi Robbins. Members present were Norm Davis, Mike Ellis, Stacey Bsullak, and Rob Dwyer. Member Sheila Foley was absent.

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

**MINUTES**

August 3, 2023

- Member Norm Davis makes a motion to approve the minutes for August 3, 2023, as presented, seconded by Member Mike Ellis. No discussion.  
VOTE            YES - 5            NO - 0

**RECOGNITION OF VISITORS**

None

**REPORTS**

FY23 Expenditure Update

- Chair Cyndi Robbins would like to look further into this on a night when we aren't so busy.

Financial Report - July and August 2023

- Vice Chair Rob Dwyer made a motion to approve the Financial Reports for July and August 2023, seconded by Member Norm Davis. No discussion.  
VOTE:            YES - 5            NO - 0

Planning and Development Report

- No new business registrations have been received by the Planning and Development Office since the last meeting.
- The following commercial applications have been approved by the Planning Board since the last meeting.
  - Site Plan approval was granted to Charles and Sheila Foley for the landscaping of a new retail commercial building at 1220 Maine Street.
- No commercial building permits have been received by the Code Enforcement Office since the last meeting.

- The Planning Board did review a sketch plan application for a car wash.

## **COMMUNICATIONS**

### Heritage Day Invoice

- Member Stacey Bsullak makes a motion to pay the bill for Heritage Day, seconded by Member Mike Ellis. Chair Cyndi Robbins notes that there will not be a 5K run this year.  
VOTE:            YES - 4            NO - 0            ABSTAINED - 1 (C.Robbins)

### September 26, 2023 Agenda Request

- Chair Cyndi Robbins asks who may be available to attend the meeting. She will attend. She is curious to know what the Planning Board did not like about the proposed changes.
- The meeting is at 7 PM in the Town Office Conference Room.

### Maine SBD at AVCOG

## **OLD BUSINESS**

### Beautification

- Chair Cyndi Robbins mentioned that she has not had any time to work on this, and it will need to be tabled until next month.

## **NEW BUSINESS**

### Establish Criteria For CEDC-Funded Events

- This agenda item has been tabled until next month.

### Fall Business After Hours

- Chair Cyndi Robbins spoke with Sheila about hosting a business after-hours event at Poland Provisions. She would love to do one in early November.
  - The rest of the Committee agrees.

## **OTHER BUSINESS**

## **ADJOURNMENT**

Member Mike Ellis made a motion to adjourn the meeting at 7:00 p.m., seconded by Member Stacey Bsullak. No discussion.

VOTE:            YES - 5            NO - 0

Recorded by: ALS

Accepted on: August 3, 2023

# **REPORTS**

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

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Unexpended Balance
400 - TIFS			56,500.00	927.88	0.00	55,572.12
<b>07 - TIF 2</b>			<b>56,500.00</b>	<b>927.88</b>	<b>0.00</b>	<b>55,572.12</b>
6000 - TIFS			56,500.00	927.88	0.00	55,572.12
60 - CEDC			56,500.00	927.88	0.00	55,572.12
09/19/23	A 0196	NETWORK SOLUTIONS		209.95	0.00	
09/28/23	P 0226	09/28/23 Payroll (Dist)		463.94	0.00	
		<b>September</b>	<b>0.00</b>	<b>673.89</b>	<b>0.00</b>	<b>54,898.23</b>
		<b>Object.....</b>	<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>
		<b>Expense.....</b>	<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>
		<b>Division....</b>	<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>
		<b>Department..</b>	<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>
<b>Final Totals</b>			<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>

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

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	1,601.77	0.00	54,898.23
<b>07 - TIF 2</b>				<b>56,500.00</b>	<b>1,601.77</b>	<b>0.00</b>	<b>54,898.23</b>
6000 - TIFS				56,500.00	1,601.77	0.00	54,898.23
60 - CEDC				56,500.00	1,601.77	0.00	54,898.23
10/26/23	P 0298	10/26/23 Payroll (Dist)			463.94	0.00	
		<b>October</b>		<b>0.00</b>	<b>463.94</b>	<b>0.00</b>	<b>54,434.29</b>
		<b>Object.....</b>		<b>56,500.00</b>	<b>2,065.71</b>	<b>0.00</b>	<b>54,434.29</b>
		<b>Expense.....</b>		<b>56,500.00</b>	<b>2,065.71</b>	<b>0.00</b>	<b>54,434.29</b>
		<b>Division....</b>		<b>56,500.00</b>	<b>2,065.71</b>	<b>0.00</b>	<b>54,434.29</b>
		<b>Department..</b>		<b>56,500.00</b>	<b>2,065.71</b>	<b>0.00</b>	<b>54,434.29</b>
<b>Final Totals</b>				<b>56,500.00</b>	<b>2,065.71</b>	<b>0.00</b>	<b>54,434.29</b>





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

November 1, 2023

Re: **October Planning and Development Report**

Dear Committee Members,

**No new business registrations have been received by the Planning and Development Office since the last meeting.**

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

**No commercial building permits have been received by the Code Enforcement Office since the last meeting.**

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine