

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, DECEMBER 7, 2023
6:30 PM - TOWN OFFICE CONFERENCE ROOM

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

AGENDA

CALL TO ORDER

MINUTES

November 2, 2023

RECOGNITION OF VISITORS

REPORTS

November 2023 Financial Report
Planning and Development Report

COMMUNICATIONS

Celebration Corporation Invoice

OLD BUSINESS

Beautification
Establish Criteria For CEDC-Funded Events

NEW BUSINESS

Spring Business After Hours
2023 Business of the Year
Poland Provisions Ribbon Cutting
Winterfest
Business Registration Fee

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, November 2, 2023
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for November 2, 2023, was called to order at 6:30 p.m. by Chair Cyndi Robbins. Members present were Norm Davis, Sheila Foley, Stacey Bsullak, and Mike Ellis. Vice Chair Rob Dwyer is absent.

Public Attendance: Recording Secretary Alex Sirois.

MINUTES

September 7, 2023

- Member Stacey Bsullak makes a motion to approve the minutes for September 7, 2023, as presented, seconded by Member Mike Ellis. No discussion.
VOTE YES - 5 NO - 0

RECOGNITION OF VISITORS

None

REPORTS

September 2023 Financial Report

- The Committee is curious what the charge for Network Solutions is.
 - Recording Secretary Alex Sirois will contact Town Manager Matt Garside for more information.

October 2023 Financial Report

- Member Norm Davis made a motion to approve the Financial Reports for September and October 2023, seconded by Member Mike Ellis. 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.
- 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.

COMMUNICATIONS

OLD BUSINESS

Beautification

- Chair Cyndi Robbins is still working on getting quotes.

Establish Criteria For CEDC-Funded Events

- Tabled until a future meeting.

Fall Business After Hours

- The Committee discusses the idea of a last minute business after hours event.
 - Member Sheila Foley would like to host the event at Poland Provisions, but she does not think she can until after Christmas.
- Chair Cyndi Robbins reminds the Committee that the Wolf Cove Inn has also shown interest in hosting the event, however they cannot do it this fall either.

NEW BUSINESS

Downtown Design Standards

- Chair Cyndi Robbins asks if anyone was able to attend the Planning Board meeting in September.
 - No one was able to attend.
- The Committee is frustrated that this project has failed and has decided that spending more money on this is not a good idea since it does not seem as though the Planning Board was too interested.

Christmas In Poland

- Chair Cyndi Robbins met with Scott and Kristina regarding the upcoming Christmas in Poland events. They have big plans this year. The Christmas in Poland Committee has asked for help with Christmas tree lights and sound services for the tree lighting event. They are planning on having numerous performers and will need someone to handle the technical aspect of it.
 - Cyndi has donated \$1,000 for Christmas Lights from Poland Spring Resort.
 - Cyndi suggests setting a budget of \$600 for live sound services, since it sounds like it might be more involved than just music for a few hours.
- Member Mike Ellis makes a motion to pay Alex Sirois DBA Celebration Corporation up to \$600 for live sound services for the tree lighting event, seconded by Member Stacey Bsullak. No discussion.

VOTE: YES - 5 NO - 0

2023 Business of the Year

- Normally the Committee announces the Business of the Year at the fall business after hours event.
- This will be put off until the next business after hours event. Members will brainstorm a possible winner in the meantime.

OTHER BUSINESS

Membership

- Chair Cyndi Robbins would like to post something on Facebook reminding everyone that we are in need of additional members.

Winterfest

- Renee Strange is pregnant and is due in February so she is not able to help with this years event. She is willing to get the group up and running, but for someone else to take over.

Website

- Chair Cyndi Robbins would like to send a newsletter to every business in town to let them know about the website, and ask for their updated information.
 - Member Sheila Foley reminds her that we did try calling each business at one point and that she thinks that it might be more successful than mailing.

SOP For New Businesses

- Member Sheila Foley would like a document that outlines what needs to be done for someone to start a new business in town.

Banner replacement

- Chair Cyndi Robbins informs the Committe that banners are missing so we will need to get new ones.

Direction

- The Committee in general feels like the town as a whole needs to work on the vision of the town, its boards, committees, and employees. Where are we going?

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Recorded by: ALS

Accepted on: December 7, 2023

REPORTS

Expense Detail Report

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

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	2,065.71	0.00	54,434.29
07 - TIF 2				56,500.00	2,065.71	0.00	54,434.29
6000 - TIFS				56,500.00	2,065.71	0.00	54,434.29
60 - CEDC				56,500.00	2,065.71	0.00	54,434.29
11/07/23	A 0319	RENEWAL			2,431.01	0.00	
11/23/23	P 0348	11/23/23 Payroll (Dist)			463.94	0.00	
		November		0.00	2,894.95	0.00	51,539.34
		Object.....		56,500.00	4,960.66	0.00	51,539.34
		Expense.....		56,500.00	4,960.66	0.00	51,539.34
		Division....		56,500.00	4,960.66	0.00	51,539.34
		Department..		56,500.00	4,960.66	0.00	51,539.34
Final Totals				56,500.00	4,960.66	0.00	51,539.34



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

December 5, 2023

Re: **November 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.

The following commercial building permits have been received by the Code Enforcement Office since the last meeting.

- Middle Range Pond Restaurant LLC submitted a permit application for a new sign at 723 Maine Street. Estimated construction cost of \$16,083.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS

RE: Network Solutions - September 2023

Matt Garside <mgarside@polandtownoffice.org>

Tue 12/5/2023 5:47 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Web site fee for the town.

Matthew Garside

Poland Town Manager

998-4601

mgarside@polandtownoffice.org

From: Poland CEDC <PolandCEDC@polandtownoffice.org>

Sent: Tuesday, December 5, 2023 5:39 PM

To: Matt Garside <mgarside@polandtownoffice.org>

Subject: Network Solutions - September 2023

Hey Matt,

CEDC wanted me to ask what the "Network Solutions" charge was on the September financial report.

--

Alex Sirois

Administrative Assistant

Poland Community & Economic

Development Committee

(207) 344-7238



CELEBRATION
CORPORATION

From
Celebration Corporation
165 Jackass Annie Road
Minot, ME 04258

To
Cyndi Robbins

Invoice 2023-123
Issued December 6, 2023
Due Date January 5, 2024

ITEM	QUANTITY	PRICE	TOTAL
Christmas In Poland Live sound, DJ, lighting	4	\$100.00	\$400.00

Subtotal: \$400.00
Tax: \$0.00
Total: **\$400.00**

Notes

Please make checks payable to Alex Sirois, Sirois Sound Production, or Celebration Corporation

OLD BUSINESS

NEW BUSINESS

Grand opening

Sheila Foley <sheila.boese@gmail.com>

Thu 11/30/2023 9:40 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>; normdavis <normdavis@aol.com>; Mike Ellis

<mikeellis1216@gmail.com>; Nate McNally <nmcnally@polandtownoffice.org>; Rob Dwyer <Rob.l.dwyer@gmail.com>;
Cynthia Robbins <crobbins@fairpoint.net>; stacey bsullak <gatheringwindsfarm@gmail.com>

Hello everyone! I know we can discuss it at next week's meeting, but we are planning on doing our grand opening on December 16, which is a Saturday at 10 AM. Thank you and see you all next week!

Best-

Sheila Foley

Attwood Farm & Kitchen

207-402-7123

277 Poland Corner Rd, Poland ME 04274

www.attwoodfarmofmaine.com

Re: Doing business in Poland - can we update the web site?

Poland CEDC <PolandCEDC@polandtownoffice.org>

Tue 12/5/2023 5:49 PM

To: Matt Garside <mgarside@polandtownoffice.org>

Okay, thanks for the info. Is annual registration still required without the fee?

--

Alex Sirois
Administrative Assistant
Poland Community & Economic
Development Committee
(207) 344-7238

From: Matt Garside <mgarside@polandtownoffice.org>

Sent: Tuesday, December 5, 2023 5:48 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Subject: RE: Doing business in Poland - can we update the web site?

Fee is no longer required – CEDC initiative.

Matthew Garside
Poland Town Manager
998-4601
mgarside@polandtownoffice.org

From: Poland CEDC <PolandCEDC@polandtownoffice.org>

Sent: Tuesday, December 5, 2023 5:46 PM

To: Matt Garside <mgarside@polandtownoffice.org>

Subject: Re: Doing business in Poland - can we update the web site?

Hey Matt,

I believe this is a Code Enforcement form. Is the fee no longer required?

--

Alex Sirois
Administrative Assistant
Poland Community & Economic
Development Committee
(207) 344-7238

From: Matt Garside <mgarside@polandtownoffice.org>

Sent: Thursday, November 2, 2023 2:41 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>; Cyndi Robbins <psicyndi@gmail.com>

Cc: Matt Garside <mgarside@polandtownoffice.org>

Subject: Doing business in Poland - can we update the web site?

Hi Alex,

I was looking at the website and on the CEDC page under doing business in Poland link we still show a requirement to register a business and pay a \$10 fee. There is also a form there that may not be needed anymore. Would you please take a look at that? Can we remove the language regarding fee's?

Matt

Matthew Garside
Poland Town Manager
998-4601

mgarside@polandtownoffice.org