

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, FEBRUARY 1, 2024**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**Community & Economic Development Committee**  
**Thursday, February 1, 2024**  
**6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

January 4, 2024

**RECOGNITION OF VISITORS**

**REPORTS**

Financial Report January 2024

Planning and Development Report

**COMMUNICATIONS**

Maplewood Invoice

TIF Update

**OLD BUSINESS**

Beautification

Establish Criteria For CEDC-Funded Events

Winterfest

2024 Explore + Discover Guide

**NEW BUSINESS**

**OTHER BUSINESS**

**ADJOURNMENT**

**CEDC ACTIVE LIST**

Spring Business After Hours (March/April)

2023 Business of the Year (March/April)

SOP For New Businesses

Banner Replacement

Historical Sign Replacement

Update Backdrop and Tradeshow Materials

# **MINUTES**

**Community & Economic Development Committee**  
**Thursday, January 4, 2024**  
**Town Office Conference Room - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for January 4, 2024, was called to order at 6:33 p.m. by Chair Cyndi Robbins. Members present were Vice Chair Rob Dwyer, Norm Davis, Sheila Foley, Stacey Bsullak, and Mike Ellis.

**Public Attendance:** Recording Secretary Alex Sirois

**MINUTES**

December 7, 2023

- Vice Chair Rob Dwyer makes a motion to approve the minutes for December 7, 2023, as presented, seconded by Member Sheila Foley. No discussion.  
VOTE            YES - 5            NO - 0            ABSTAINED - 1 (S. Bsullak)

**RECOGNITION OF VISITORS**

None

**REPORTS**

December 2023 Financial Report

- Chair Cyndi Robbins explains that payroll was the only expense last month.
- Member Norm Davis makes a motion to approve the Financial Report for December 2023, seconded by Vice Chair Rob Dwyer. No discussion.  
VOTE:            YES - 6            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 went back to her last invoice from 2019 for banners and it was \$200. She thinks the Committee should take an inventory of what we have left, and then replace it. She suggests increasing banners.
- Member Sheila Foley feels that something on the poles will help slow people down in the downtown. She would like to try a different design. She feels the existing design is very similar to those in other communities. She suggests using the new Visit Poland logo as inspiration for something new.

#### Establish Criteria For CEDC-Funded Events

- Chair Cyndi Robbins has distributed a draft special events financial assistance application. She found one online from another city to use as a sample.
- It is suggested that it is required that the event be marketed outside of Poland.
  - Member Sheila Foley feels it is important that the CEDC should not be the only entity promoting the event.
- Cyndi explains that the sample draft is asking for a full revenue and expense budget. A business plan is also asked for.
  - Member Mike Ellis suggests asking for a summary proposing what they plan to do.
- The Committee thinks a post-event report should be required before submitting a new financial assistance request.

#### Winterfest

- Member Stacey Bsullak reports that the event will be on February 10th, from 11 am to 3 pm.
  - Chair Cyndi Robbins asks if they will want alcohol to be served at this event.
    - Stacey doesn't think it will be necessary since the event is earlier in the day than other events.
- Cyndi explains that the Winterfest Committee has asked the CEDC to cover the cost of police coverage (\$400), DJ/MC (\$400), and an ad for WOXO. She feels as though this event does need to attract guests from outside of Poland for the Committee to support it financially.
- Member Stacey Bsullak makes a motion to spend up to \$1,500 for Winterfest expenses specific to police coverage, DJ/MC, and advertisement, seconded by Member Norm Davis. No discussion.

VOTE:            YES - 6            NO - 0

#### **NEW BUSINESS**

##### Discover Guide

- Chair Cyndi Robbins asks the Committee if this is something they would like to do.
- Member Sheila Foley suggests getting some new photos.
  - The Committee decides to get some new photos of Poland Provisions, Wolf Cove Inn, the barbershop, Nonesuch Dockside, and the plaza.

- Sheila makes a motion to do a full-page ad for \$1,150.00, seconded by Member Rob Dwyer. No discussion.

VOTE:            YES - 6            NO - 0

### **OTHER BUSINESS**

- Member Sheila Foley thanked everyone for the ribbon-cutting event. It was a huge success.
- Chair Cyndi Robbins has talked with Nonesuch about a ribbon-cutting event. She expects it may be sometime in the spring.
  - Maybe we make a form for ribbon-cutting events on the website.

### **ADJOURNMENT**

The meeting adjourned at 7:27 p.m.

Recorded by: ALS

Accepted on: February 1, 2024

# **REPORTS**

## Expense Detail Report

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

Account----- Date      Jrnl    Desc---	Current Budget	Debits	Credits	Unexpended Balance
400 - TIFS	56,500.00	5,560.07	0.00	50,939.93
<b>07 - TIF 2</b>	<b>56,500.00</b>	<b>5,560.07</b>	<b>0.00</b>	<b>50,939.93</b>
6000 - TIFS	56,500.00	5,560.07	0.00	50,939.93
60 - CEDC	56,500.00	5,560.07	0.00	50,939.93
01/02/24    A 0436    DJ-XMAS IN POLAND		400.00	0.00	
01/16/24    A 0471    SERVICES		3,000.00	0.00	
01/25/24    P 0494    01/25/24 Payroll (Dist)		463.94	0.00	
<b>January</b>	<b>0.00</b>	<b>3,863.94</b>	<b>0.00</b>	<b>47,075.99</b>
<b>Object.....</b>	<b>56,500.00</b>	<b>9,424.01</b>	<b>0.00</b>	<b>47,075.99</b>
<b>Expense.....</b>	<b>56,500.00</b>	<b>9,424.01</b>	<b>0.00</b>	<b>47,075.99</b>
<b>Division....</b>	<b>56,500.00</b>	<b>9,424.01</b>	<b>0.00</b>	<b>47,075.99</b>
<b>Department..</b>	<b>56,500.00</b>	<b>9,424.01</b>	<b>0.00</b>	<b>47,075.99</b>
<b>Final Totals</b>	<b>56,500.00</b>	<b>9,424.01</b>	<b>0.00</b>	<b>47,075.99</b>





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

January 30, 2024

Re: **January Planning and Development Report**

Dear Committee Members,

**The following new business registration has been received by the Planning and Development Office since the last meeting:**

- Cardinal Laser Engraving, a professional laser engraving/alloy welding business, located at 20 Hardscrabble Road.

**The following commercial applications have been approved by the Planning Board since the last meeting:**

- Matt New received Site Plan approval for a new car wash to be located on Map 15, Lot 5C.
- The Wolf Cove Inn received Sketch Plan approval for an interior renovation at 5 Jordan Shore Drive.

**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

# **COMMUNICATIONS**



**MAPLEWOOD  
BARBECUE**

**ISSUED TO:**

Sheila Foley  
Poland Provisions  
1220 Maine Street  
Poland, ME 04274

**RECIPT NO:**

**#005**

1-20-2024

<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
Grand Opening Cook - 9 Briskets, 6 Boston Butts, Ribs			\$500.00
Barbecue Sauce - 13 oz bottles	\$8.90	12	\$106.80
<b>TOTAL</b>			<b>\$606.80</b>

**Amount due \$606.80**

Payment Terms: Net 30



**Maplewood Barbecue LLC**  
84 Star Drive  
Minot, ME 04258  
207-619-2205  
Venmo | @MaplewoodBBQ

*Thank  
You*

## RE: TIF Update

Nikki Pratt <npratt@polandtownoffice.org>

Tue 1/16/2024 1:48 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>  
Cc: Matt Garside <mgarside@polandtownoffice.org>

I adjusted the DTV one below, I copied and pasted and didn't realize it had 25-30 so I have changed the years to 25-27.

*Nikki Pratt  
Deputy Town Manager  
Town of Poland*

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**From:** Nikki Pratt  
**Sent:** Tuesday, January 16, 2024 12:41 PM  
**To:** Poland CEDC <PolandCEDC@polandtownoffice.org>  
**Cc:** Matt Garside <mgarside@polandtownoffice.org>  
**Subject:** RE: TIF Update

These numbers are estimated based on valuation trend and mil rate trend, along with current expenses, which includes any TIF debt payments that have to be made in full before the end of the TIF life.

### ***TIF 1 ends in 2030***

Balance end of FY 24 = \$309,285  
Income for FY 25-30 = \$3,631,275  
Expenses for FY 25-30 = \$3,918,527  
Balance at end of life = \$22,033

### ***TIF 2 ends in 2030***

Balance end of FY 24 = \$334,239  
Income for FY 25-30 = \$3,554,806  
Expenses for FY 25-30 = \$3,889,013  
Balance at end of life = \$32

### ***DTV ends in 2027***

Balance end of FY 24 = \$509,954  
Income for FY 25-27 = \$107,706  
Expenses for FY 25-27 = \$597,151  
Balance at end of life = \$20,509

*Nikki Pratt  
Deputy Town Manager  
Town of Poland*

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**From:** Poland CEDC <[PolandCEDC@polandtownoffice.org](mailto:PolandCEDC@polandtownoffice.org)>  
**Sent:** Friday, December 29, 2023 2:16 PM  
**To:** Nikki Pratt <[npratt@polandtownoffice.org](mailto:npratt@polandtownoffice.org)>  
**Cc:** Matt Garside <[mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org)>  
**Subject:** TIF Update

Hey Nikki,

Hope all is well. This month the CEDC asked if I could reach out to you for an update on the TIF. I believe they were discussing how much is left, and how many more years remain. Anything I can share with them would be helpful, thanks. Happy new year!

--

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

**OLD BUSINESS**

## SPECIAL EVENT SUPPORT PROGRAM



### Town of Poland Poland Community Economic Committee

The primary purpose of this Program is to provide support in the form of grants for special events from start-up to self-sufficiency in the Poland Maine. The event must fall within a fabric of events consistent with family oriented themes, entertainment and/or activities, promotes the Town of Poland, and/or engages in economic benefit. We can only support events that bring in residents and non-residents to Poland.

Applications will be accepted on a continuous basis. Applications should be submitted no less than 45 calendar days prior to the event date for consideration by the CEDC. The Town encourages interested parties to submit applications as soon as possible. Our meetings are normally the first Thursday of the month and open to residents.

The Town reserves the right to limit the number of grants at its sole discretion as there are limited funds available through TIFF Funding.

For more information, please contact Alex Sirois [PolandCEDC@polandtownoffice.org](mailto:PolandCEDC@polandtownoffice.org)

#### PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. Copy of 501(c) (3)(6) or other not-for-profit tax status, if applicable
2. Past recipients must submit a post event report before any new applications will be reviewed. Approximately how many people attended, list of income, list of expenses, any charities or local businesses that participated and any other pertinent information.

*The undersigned hereinafter referred to as the APPLICANT, hereby makes application to request funding support to the SPECIAL EVENT SUPPORT PROGRAM as noted below on the date(s) here specified for the purpose(s) indicated. All applications are subject to approval by Poland CDEC.*

1. Grant awards are made as reimbursements for actual expenses incurred. Grant funding is awarded to grantees for the following:
  - (a) Services provided by Androscoggin County Sheriff's officers and/or Poland departments; and/or,

**SPECIAL EVENT SUPPORT PROGRAM**

(b) Monetary awards where an applicant has demonstrated a need that exceeds town services support, as determined by a screening panel of the Poland CDEC

TODAY'S DATE:
COMPANY/ORGANIZATION:
CONTACT NAME:
ADDRESS:
TELEPHONE NUMBER:
EMAIL ADDRESS:

FORM OF BUSINESS ENTITY: CHECK MARK BOX                      INSERT INFORMATION

<input type="checkbox"/> NON-PROFIT (COPY OF 501 (C)(3)(6))	<input type="checkbox"/> NON-PROFIT FEDERAL ID#:
<input type="checkbox"/> COMPANY	<input type="checkbox"/> FEDERAL ID#
<input type="checkbox"/> INDIVIDUAL	
<input type="checkbox"/> ASSOCIATION	

Event Title:
Summary/Purpose of Event:
Requested Date(s) of Event:
Days of Week:
Event Hours:
Set-Up Time/Days:
Please list all activities, performers, food trucks and entertainment acts.
Estimated Attendance:
Tickets to be Sold (Circle one):                      Yes      Price Per Ticket: \$ No



SPECIAL EVENT SUPPORT PROGRAM

<u>Types of Requested Town Services:</u>	<u>Estimated Cost:</u>
Police Services (contact _____)	
Fire Services (contact Chief Thomas Printup	
Rec Department (contact Scott Segal	
<u>Monetary Support Requests (Non-City Services):</u>	<u>Estimated Cost:</u>
<i>Describe the request and include an estimated cost in the lines below. Additional information may be attached on a separate page.</i>	
Total Grant Request	\$

**Checklist – for a successful event these are some the items you need to plan for:**

Revenue Sources and Amounts for the Event \_\_\_\_\_  
 \_\_\_\_\_

Expense amounts for the event \_\_\_\_\_  
 \_\_\_\_\_

Business Sponsorship Program \_\_\_\_\_

Economic Impact to Community \_\_\_\_\_

SPECIAL EVENT SUPPORT PROGRAM

MARKETING

Attendance – who do you want to attend? \_\_\_\_\_

Press Release Plan \_\_\_\_\_

Marketing Plan \_\_\_\_\_

LOGISTICAL

Location of Event \_\_\_\_\_

Do you have permission for all landowners? \_\_\_\_\_

Do you have Liability Insurance \_\_\_\_\_

Partner Organizations \_\_\_\_\_

Volunteer Program \_\_\_\_\_

Where are cars being parked \_\_\_\_\_

Do you have Parking Volunteers \_\_\_\_\_

Any charities or schools benefiting from the event; \_\_\_\_\_

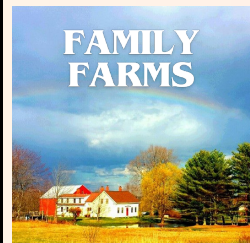
Any local businesses benefiting from the event? \_\_\_\_\_

Will guest have to cross any town or state roads? \_\_\_\_\_



Whether to live, work, or simply play, Poland is a place with endless opportunity. Please visit us and see for yourself what Poland has to offer!

Year-round recreation, business opportunities, Heritage Day, Winter Festival, Christmas in Poland and more coming!



[www.visitpoland.me](http://www.visitpoland.me)