

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

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

AGENDA

CALL TO ORDER

MINUTES

February 2, 2023

RECOGNITION OF VISITORS

REPORTS

February 2023 Financial Report
Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

Winterfest Follow Up
CLUC Amendment (Downtown Design Standards)
CEDC Newsletter
Website

NEW BUSINESS

Budget Discussion
Spring Business After Hours
Business to Business Trade Show
Beautification

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses
Banner Replacement

MINUTES

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

MINUTES

CALL TO ORDER

The Poland CEDC meeting for February 2, 2023, was called to order at 6:34 pm, by Chair Cyndi Robbins. Members Stacey Bsullak, Norm Davis, Chrissy Kimbal, Mike Ellis, and Rob Dwyer are present. Vice Chair Sheila Foley is absent.

Public Attendance: Recording Secretary Alex Sirois.

MINUTES

January 5, 2023

- Member Rob Dwyer makes a motion to accept the minutes for January 5, 2023, as presented, seconded by Member Chrissy Kimball. Cyndi found an error with the vote for the Business After Hours bill from Cyndi's Dockside. She abstained from voting but that was not reflected in the minutes. Alex will correct this error.

VOTE YES - 6 NO - 0

RECOGNITION OF VISITORS

REPORTS

Financial Report - January 2023

- Chair Cyndi Robbins explains that the only expense last month was payroll. Cyndi has asked Nikki Pratt for a breakdown of what has been spent in comparison to the budget.
- Currently, there is still a good amount of money remaining in the CEDC account.

Planning and Development Report

- The following new business registrations were received by the Planning and Development Office since the last meeting:
 - Animal Acupuncture of Maine, a Holistic Veterinary Practice, at 1484 Maine Street, Suite 2.
- The Planning Board approved no new applications since the last meeting.
- The following commercial building permits were received by the Code Enforcement Office since the last meeting:
 - Joseph Cimino submitted a permit to replace an existing 24" x 48" sign with a 40" x 18" LED electric display, at 481 Maine Street. Project cost of \$1,200.

COMMUNICATIONS

Androscoggin County Sheriff's Office Invoice

- It will be necessary to have a presence for Winterfest since parking will be on the other side of Route 26.
- Member Norm Davis makes a motion to pay the bill from Androscoggin County Sheriff's Office for Winterfest, seconded by Member Mike Ellis. No discussion.
VOTE YES - 6 NO - 0

Grassroots Graphics Invoice

- This bill is for a sign for Winterfest.
- Member Chrissy Kimball makes a motion to pay the bill from Grassroots Graphics, seconded by Member Rob Dwyer. No discussion.
VOTE YES - 6 NO - 0

Letter from CAI Technologies

- This letter was sent to the town from CAI Technologies, the company that is used for GIS services. They are notifying us to inform us that the price of their service will be going up from \$2,400 a year to \$3,000 a year.

LA Metro Chamber Invoice

- Member Chrissy Kimball makes a motion to pay the bill from LA Metro for a full ad in the Explore + Discover Guide, seconded by Member Norm Davis. No discussion.
VOTE YES - 6 NO - 0

OLD BUSINESS

Winterfest

- Member Norm Davis makes a motion to pay the bill from Celebration Corporation for DJ/MC services for Winterfest, seconded by Member Mike Ellis. No discussion.
VOTE YES - 6 NO - 0
- Cyndi Robbins informs the Committee that Scott Segal has purchased two quiet generators for a total of \$1,440. He is hopeful that the CEDC will help cover the cost and the generators will be available for other community events.
- Member Chrissy Kimball makes a motion to pay for one of the generators, seconded by Member Rob Dwyer. No discussion.
VOTE YES - 6 NO - 0
- Chair Cyndi Robbins informs the Committee that a radio ad for the event with WOXO and WIGY will be \$425. The ad is played. It would also include an in-person interview. The Committee agrees that this is a good idea considering the price.
- Member Stacey Bsullak makes a motion to pay the bill for WOXO and WIGY, seconded by Member Mike Ellis. No discussion.
VOTE YES - 6 NO - 0
- Cyndi reminds the Committee they will also be paying to boost the event on Facebook.

CLUC Amendment (Downtown Design Standards)

- A Planning Board meeting is scheduled for February 14th. Jim Seymour from Sebago Technics is able to attend the meeting to discuss the amendment with the CEDC and Planning Board.
- Members Stacey Bsullak and Norm Davis are available.
- Member Chrissy Kimball does not like the addition of Solar. She thinks it is unattractive.

Barber Shop Ribbon Cutting Recap

- Chair Cyndi Robbins was very happy with how the event turned out. It went very well.

Triathalon

- Chair Cyndi Robbins feels that the Committee may need to pass on this event this year. She does not feel we have the energy to do another event right now.
- The Committee agrees.

NEW BUSINESS

CEDC Newsletter

- Chair Cyndi Robbins would like to send this to all of the business owners in town and is looking for feedback.
 - Member Rob Dwyer notices a few different variations of CEDC CDEC.
 - Otherwise, there are no other suggested changes.

OTHER BUSINESS

- Member Mike Ellis mentions a comment on a Facebook page that was from a local gym owner that is considering a 24-hour gym near the Dunkin. He reached out to him and told him who we are and said we are available to help.
- Chair Cyndi Robbins informs the Committee that Fairlawn is available in May for a spring Business After Hours event. The Committee agrees that May 11th would be a good date.
 - Cyndi will confirm.

ADJOURNMENT

Member Chrissy Kimball makes a motion to adjourn at 7:23 pm, seconded by Member Stacey Bsullak. No discussion.

VOTE: YES - 6 NO - 0

Recorded by: ALS

Accepted on: March 2, 2023

REPORTS

Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - TIFS			56,500.00	18,135.47	0.00	38,364.53
07 - TIF 2			56,500.00	18,135.47	0.00	38,364.53
6000 - TIFS			56,500.00	18,135.47	0.00	38,364.53
60 - CEDC			56,500.00	18,135.47	0.00	38,364.53
02/07/23	A 0529	NETWORK SOLUTIONS		42.99	0.00	
02/07/23	A 0529	AD		1,150.00	0.00	
02/07/23	A 0529	REIMB.		62.77	0.00	
02/07/23	A 0529	SERVICES		2,400.00	0.00	
02/07/23	A 0529	SIGN		65.00	0.00	
02/15/23	G 0588	TRANSFER FOR RADIO ADS		425.00	0.00	
02/15/23	G 0588	TRANSFER FOR DJ		400.00	0.00	
02/15/23	G 0588	XFER FOR SHERIFF DEPUTY		600.00	0.00	
02/23/23	P 0600	02/23/23 Payroll (Dist)		463.94	0.00	
		February	0.00	5,609.70	0.00	32,754.83
		Object.....	56,500.00	23,745.17	0.00	32,754.83
		Expense.....	56,500.00	23,745.17	0.00	32,754.83
		Division....	56,500.00	23,745.17	0.00	32,754.83
		Department..	56,500.00	23,745.17	0.00	32,754.83
Final Totals			56,500.00	23,745.17	0.00	32,754.83



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

February 27, 2023

Re: **February 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. What The Fence, a fence Install, sales, and service business, at 51 Carpenter Road.
2. Love Letter Farm, a floral retail business, at 74 Jackson Road.

No new applications were 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. SBA Communications/Verizon Wireless submitted a permit for the replacement of 9 antennas of the already existing equipment for newer models and to add 9 Radio heads (RRH), on Duff Road. Project cost of \$30,000.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

OLD BUSINESS

Re: Planning Board Meeting Tonight

stacey bsullak <gatheringwindsfarm@gmail.com>

Wed 2/15/2023 6:53 AM

To: Cynthia Robbins <crobbins@fairpoint.net>

Cc: Poland CEDC <PolandCEDC@polandtownoffice.org>; normdavis@aol.com <normdavis@aol.com>; Chrissy Kimball <realtorchrissyk@gmail.com>; mikeellis1216@gmail.com <mikeellis1216@gmail.com>; Rob.I.dwyer@gmail.com <Rob.I.dwyer@gmail.com>; Sheila Foley <sheila.boese@gmail.com>; James Seymour <jseymour@sebagotechnics.com>

Went to the meeting

It's televised if anyone wants to see the questions they had — mostly in favor - just had questions about the point values in some - and also some of the word choices Jim used in certain sections

....

Ledge a little unclear but I believe next steps Jim will revise resend to us and planning board and then we can whip this around and seems they will try to get it on the vote. Two more weeks added

to the time line as some urgent something came in regarding public housing that could impact school districts ...

And their she wrote

Stacey Bsullak
Sign Language Interpreter
Co-owner Gathering Winds Farm and Apple Orchard

On Feb 14, 2023, at 5:40 PM, Cynthia Robbins <crobbins@fairpoint.net> wrote:

I've had a difficult day, so if others could go I would appreciate it.

On Feb 14, 2023, at 5:39 PM, stacey bsullak <gatheringwindsfarm@gmail.com> wrote:

thank you. I will be there. Stacey

On Tue, Feb 14, 2023 at 4:43 PM Poland CEDC <PolandCEDC@polandtownoffice.org> wrote:

Just a remind the CEDC has a meeting with the Planning Board tonight regarding the Downtown Design Standards. Looks like it will be early on the agenda.

https://www.polandtownoffice.org/sites/g/files/vyhlif4886/f/agendas/agenda_2.14.23.pdf

Get [Outlook for iOS](#)

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Stacey Bsullak

POLAND

Building a bright future from our rich past!

Historic Poland, Maine, is a vibrant, rural community at the crossroads of central Maine. With our welcoming community and a modern school system, Poland is where families and businesses can thrive!



Year-round recreation including:

- 5 lakes & a town beach
- 3 golf courses
- Lots hiking trails
- Snowmobiling and a ATV trails
- Hunting & fishing
- Museums & library
- And much more!



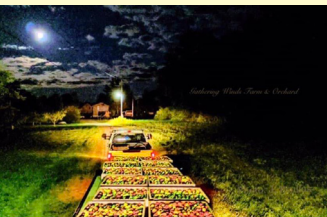
Poland has incredible, locally owned lodging options including the historic Poland Spring Resort and for a bed and breakfast feel, there is also Wolf Cove Inn, set on the East Shore of Tripp lake. Both offer stunning properties for your indoor lodging as well as unforgettable wedding Venues. If you prefer and outdoor lodging experience, Poland is home to 3 great camp grounds.



Family farms scatter the landscape and stand ready to nourish your family. When cooking is not on the agenda, dine in one of the local restaurants or cap off the evening with fresh frozen custard or a scoop of ice cream.



Poland is a great place for all ages to vacation, work, and live. Come see what opportunities are available and grow with the Poland Community!



For more information www.visitpoland.me

NEW BUSINESS

	Budget	YTD Expenses	Unexpended YTD	Items Voted	Remaining Balance
Admin Assistant - Salary & Benefits	\$6,500	\$3,357	\$3,143	\$3,143	\$0
Business Outreach	\$1,000		\$1,000	\$595	\$405
Postage	\$300		\$300		\$300
Professional Services (TIF consultant & engineering)	\$9,200	\$250	\$8,950	\$8,750	\$200
Printing	\$2,500		\$2,500		\$2,500
Website Design & Conversion	\$4,000	\$2,358	\$1,642	\$1,642	\$0
Dues & Memberships	\$1,000		\$1,000		\$1,000
Advertising	\$3,500	\$1,150	\$2,350	\$1,900	\$450
GIS Web Support	\$4,000	\$2,400	\$1,600	\$1,600	\$0
Public Beautification	\$5,000		\$5,000		\$5,000
Lake Associations	\$3,000	\$1,000	\$2,000	\$2,000	\$0
Special Events (Heritage Days, BAH, ect.)	<u>\$16,500</u>	<u>\$11,341</u>	<u>\$5,159</u>	<u>\$2,220</u>	<u>\$2,939</u>
TOTALS	\$56,500	\$21,856	\$34,644	\$21,850	\$12,794

EXPENDITURES YTD APPROVED BY BOS

7/19/2022 Business After Hours	\$1,255
8/16/2022 Tripp Lake Environmental Association	\$1,000
10/26/2022 Sebago Technics	\$250
11/15/2022 Pick'n Orchard Festival	\$1,500
11/01/2022 Civic Plus	\$2,315
11/01/2022 Heritage Day	\$5,000
11/15/2022 Christmas in Poland	\$1,500
12/06/2022 Business After Hours	\$1,958
02/07/2023 Network Solutions	\$43
02/07/2023 LA Chamber Advertising	\$1,150
02/07/2023 Plaque for Business	\$63
02/17/2023 CAI Technologies (GIS)	\$2,400
02/07/2023 Grassroots Graphics	<u>\$65</u>
	\$18,499

ITEMS CEDC HAS VOTED TO EXPEND MONEY ON

* Generator	\$720
* Gems of 26	\$1,000
* Sebago Technics (downtown standards)	\$8,750
* Spring BAH Event	\$1,500
* Trade Show	\$595
* LA Chamber Advertising	\$900
* DJ for Winter Festival	
* Sheriff for Winter Festival	
* Radio Ad for Winter Festival	
* Admin Assistant	<u>\$3,143</u>
	\$16,608

ASSIGNED FUNDS YET TO BE PAID

* Lake Associations	\$2,000
* Website Design & Conversion	\$1,642
* GIS Web Support	<u>\$1,600</u>
	\$5,242

Fwd: The 2023 Maine Business to Business Trade Show in Auburn, ME

Cynthia Robbins <crobbins@fairpoint.net>

Sat 2/25/2023 8:45 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

add to agenda

Begin forwarded message:

From: The Maine Business to Business Trade Show <travis@dowmediallc.com> Subject: The 2023 Maine Business to Business Trade Show in Auburn, ME

Date: February 24, 2023 at 8: 49: 08 PM EST

To: psicyndi@gmail.com

Reply-To: Travis@dowmediallc.com

Hi Cyndi, this is Travis Dow with Dow Media & the Maine Business to Business Trade Show, and I thank you for registering Town of Poland, CEDC to exhibit with us! The 2023 Maine Business to Business Trade Show, on Thursday, May 18th 9am-3pm at the Norway Savings Bank Arena 985 Turner St in Auburn, Maine.

[CLICK HERE TO VIEW/PRINT/DOWNLOAD](#) our W-9 if needed for accounting purposes

SETUP TIMES: Wednesday May 17th 12pm-5pm and/or Thursday, May 18th 6: 30am -8: 45am

SHOW HOURS: Thursday, May 18th 9am-3pm . Business to Business Starts Here: A successful trade show starts with great planning and booth marketing collateral. Check out local Maine companies that can handle all of your trade show display, signage, promo products, and print marketing materials that you need to be successful.

As one of our amazing exhibitors, you can now enjoy exclusive offers and discounts to these local businesses. See below FMI and let's start thinking business to business!

Trade Show Displays: [Affordable Exhibit Displays | Auburn, ME](#) Get 10% OFF

Promo Products: Designs by Skip [designsbyskip.com](#) or [Click Here to View your logo on 100's of Promo Products](#)

Print Materials: (Brochures, Flyers, Trifolds, Business Cards etc.): [Curry Printing |Auburn, ME](#)

Contact Show Organizer Travis Dow FMI at [<http://tel:2075772721/>](207) 577-2721 or email Travis@DowMediaLLC.com

Please review your Submission Below. If you did not pay via the Paypal portal, check your email inbox or spam folder for an automatically generated invoice. Thanks so much!

Company Name

Town of Poland, CEDC

Contact Person Name

Cyndi Robbins

Mailing Address

1231 Maine St
Poland, Maine 04274
United States
[Map It](#)

Email

psicyndi@gmail.com

Phone

(207) 998-4351

Are you looking to Register as an Exhibitor or Sponsor?

Exhibitor

Number of Tables Needed

1

Order

Product	Qty	Unit Price	Price
Single Standard Location \$595	1	\$595.00	\$595.00
		Sub Total	\$595.00
		Total	\$595.00



Dow Media LLC
207-577-2721
PO Box 201
Auburn, Maine
04212
United States

Billed To
Cyndi Robbins
Town of Poland, CEDC
1231 Maine St
Poland, Maine
04274
United States

Date of Issue
02/24/2023

Due Date
03/26/2023

Invoice Number
0002611

Amount Due (USD)
\$595.00

Description	Rate	Qty	Line Total
Single Standard Booth	\$595.00	1	\$595.00
	\$0.00	1	\$0.00
	Subtotal		595.00
	Tax		0.00
	Total		595.00
	Amount Paid		0.00
	Amount Due (USD)		\$595.00

Notes

2023 Maine Business to Business Trade Show -Auburn, ME May 18th

Terms

We appreciate your business and attention to this invoice.