

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, MARCH 3, 2022
6:30 PM - TOWN OFFICE CONFERENCE ROOM**

MEETING MATERIALS

Community & Economic Development Committee
Thursday, March 3, 2022
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

February 10, 2022

RECOGNITION OF VISITORS

REPORTS

Financial Report - February 2022
Planning and Development Report

COMMUNICATIONS

Ray Cloutier Resignation

OLD BUSINESS

Explore + Discover Guide
Website
CEDC Goals/Mission Statement
Spring 2022 Business After Hours
Triathlon

NEW BUSINESS

Grant Writer
Business Registration Fee
Street Lights & Crosswalks
SOP For New Businesses
2022 Business Recognition Award
Remaining TIF Balances
CEDC New Members & Process

OTHER BUSINESS

ADJOURNMENT

MINUTES

Community & Economic Development Committee
Thursday, February 10, 2021
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for February 10, 2022, was called to order at 6:32 pm, by Vice-Chair Cyndi Robbins. The Vice-Chair, as well as members, Sheila Foley, Chrissy Kimball, Stacey Bsullak, and Norm Davis, are present. Chair Jennifer Letourneau, and member Raymond Cloutier, are absent. The Chair has submitted her resignation and Raymond is requesting to be stepped down to an alternate position.

Public Attendance: Recording Secretary Alex Sirois, Selectboard Member Nate McNally, Michael Graham of Shaker Village, and Mike Ellis.

MINUTES

December 9, 2021

- Member Sheila Foley makes a motion to accept the minutes for December 9, 2021, as presented, seconded by Member Norm Davis. No discussion.

VOTE YES - 5 NO - 0

January 6, 2022

- Member Sheila Foley makes a motion to accept the minutes for January 6, 2022, seconded by Member Stacey Bsullak.
- Sheila's motion is conditioned upon the correction of the heading at the top that includes the incorrect date. 3-0-2

VOTE YES - 3 NO - 0 ABSTAINED - 2 (Davis, Kimball)

RECOGNITION OF VISITORS

Michael Graham and Mike Ellis are welcomed and reminded that there are open positions on the Committee.

REPORTS

Financial Report

- Member Norm Davis makes a motion to accept the financial reports for December and January as presented, Seconded by Member Chrissy Kimball. No discussion.

VOTE YES - 5 NO - 0

Planning and Development Report

- The following new business registrations were received by the Planning and Development Office since the last meeting:
 - Grant Virtual Services, a virtual service business, located at 768 Bakerstown Road.
 - Harris Hill Automation, LLC, a robotics and automation business, located at 31 Hotham Lane.
- The following Site Plan Applications were approved by the Planning Board since the last meeting:
 - Poland Landco, LLC (Camp Northstar) received sketch plan approval to build four new bunkhouses and a new septic system, at 200 Verrill Road.
 - Charles and Sheila Foley received site plan approval to build a new cafe/market, at 1220 Maine Street.
 - Poland Landsco, LLC (Camp Northstar) received site plan approval to build four new bunkhouses and a new septic system, at 200 Verrill Road.
- The following commercial building permits were received by the Code Enforcement Office since the last meeting:
 - Poland Spring Resort submitted a permit application to install 9 new mini golf holes at 543 Maine Street with an estimated construction cost of \$42,755.
 - U.S. Cellular/Mastec Network Solutions submitted a permit application for additions/alterations to antennas, radios, and other ancillary communications equipment at 292 Summit Spring Road, with an estimated construction cost of \$15,000.
 - Poland Landco, LLC (Camp North Star) submitted a permit application to install four new bunkhouses at 200 Verrill Road.

COMMUNICATIONS

Resignation of Chair Jennifer Letourneau

- Member Chrissy Kimball makes a motion to accept the resignation of Jennifer Letourneau, seconded by Member Stacey Bsullak. Jennifer is thanked for her service to the CEDC.
- VOTE YES - 5 NO - 0

OLD BUSINESS

Budget

- The budget has been accepted by the Selectboard with minor changes.

OLD BUSINESS

Explore + Discover Guide

- An ad for the Explore + Discover Guide Was voted on at the last meeting but since we did not have a quorum, it was not an official vote. Vice-Chair Cyndi Robbins informs the Committee that they gave us another month and we will still get the discount.

- Member Chrissy Kimball makes a motion to accept a half-page ad, seconded by Member Stacey Bsullak. Cyndi will send everyone last year's ad for comment.
VOTE YES - 5 NO - 0

Downtown Design Standards

- Member Sheila Foley comments that it was nice having a member of the Planning Board attend the last meeting. She also notes that the Planning Board did discuss the downtown design standards briefly at their first meeting in January. The Planning Board is interested in meeting to discuss the design standards and possible amendments, they just want to wait until after town meeting.
- Sheila would really like Selectboard Member Nate McNally to attend that meeting, and he will, as long as he is available.
- Vice-Chair Cyndi Robbins reminds the Committee that there are only so many years left of the TIF, and when it expires the CEDC may as well. It is important to show the town the value of the Committee now.
- Cyndi will send the Planning Board three possible meeting dates after town meeting.

NEW BUSINESS

Winterfest

- Member Sheila Foley reminds the Committee that the activities will start at 3 PM. Right now the weather looks great.
- Vice-Chair Cyndi Robbins includes that the PTA, Project Grad, Santa Comes to Poland, and the Football Boosters will be there.
- Member Norm Davis makes a motion to spend up to \$500 for Winterfest to include, but not limited to, signage and the outhouse, seconded by Member Sheila Foley. No discussion.
VOTE YES - 5 NO - 0

Website

- The website is discussed.
- The business directory needs to be moved to the visitpoland.me website. Currently, it takes you to the Town Office website.
- Each business needs a written description.
- Vice-Chair Cyndi Robbins suggests a workshop for the website after Winterfest.
- It is also decided that the Committee will pay Recording Secretary Alex Sirois for work on the website that exceeds what is considered normal admin duties.
- Member Chrissy Kimball makes a motion to pay Alex up to \$1,000, for work on the visitpoland.me website, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

CEDC Goals

- Vice-Chair Cyndi Robbins thinks the CEDC needs a mission statement and clear goals.
- Some of the goals discussed include:
 - Establishing a downtown feel
 - Attract new businesses and develop new business checklists/mentors
 - New business grand opening events
 - Promote current businesses
 - Continue business after hours
 - Street lighting
 - Creating/promoting community-oriented events and activities

Spring 2022 Business After Hours

- The Committee discusses hosting a spring business after-hours event.
- May & June are considered.
- A location is discussed and since Fairlawn is under new ownership and is being renovated they might want to host.
- Vice-Chair Cyndi Robbins will reach out to them and Summit Springs to see if either has any interest in hosting the event.

Spring 2022 Triathlon

- Member Sheila Foley has had discussions with Scott Segal about putting together a family triathlon.
 - Vice-Chair Cyndi Robbins includes that this was considered a number of years ago and the Committee discovered it was more complicated than they expected.
 - Sheila knows someone that has experience putting races together and thinks they might be able to help. She will reach out to the State Park to see if they would be open to hosting.

OTHER BUSINESS

- Vice-Chair Cyndi Robbins updates the Committee on the Heritage Day 2022 plans. Friday will include fireworks, events all day Saturday, and the 5k on Sunday.
- The CEDC would like an ongoing items list added to the bottom of the agenda, similar to the Selectboard.
- The business registration fee is briefly discussed.
 - Vice-Chair Cyndi Robbins will send a letter to the Selectboard asking them to remove the fee.
- Vice-Chair Cyndi Robbins asks Nate McNally how the CEDC can better stay informed of upcoming town business.
 - He will continue to update the Committee of topics under discussion by the Selectboard, as they come in.

- He updates the Committee on the status of the sewer project. It is going well and is under budget.
 - Cyndi would like to see a plan for the TIF drawdown.
- Member Norm Davis believes the Committee should focus specifically on what type of business we want to attract for the downtown.
 - The Committee would like to put together a list of available properties in town that could serve commercial use.
 - Member Chrissy Kimball can get that info.
- Visitor Mike Ellis is wondering if there is any way the town could slow the speed limit in the downtown.
 - Selectboard Member Nate McNally informs him that it is very difficult to get DOT to reduce a speed limit.
 - Member Sheila Foley did discuss grants for sidewalks, and crosswalks, with Scott Segal. This might help.

ADJOURNMENT

The meeting adjourns at 8:09 pm.

Recorded by: ALS

Accepted on: March 3, 2022.

REPORTS

Expense Detail Report

Department(s): E 401-01-5650 - E 401-01-5650
February

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS				56,500.00	15,020.68	0.00	41,479.32
01 - PSB TIF 2				56,500.00	15,020.68	0.00	41,479.32
5650 - CEDC EXPENSE				56,500.00	15,020.68	0.00	41,479.32
02/15/22	A 0423	VINYL BANNERS			278.00	0.00	
02/15/22	A 0423	DEC 2021			42.99	0.00	
02/24/22	P 0492	02/24/22 Payroll (Dist)			440.17	0.00	
03/01/22	A 0494	DJ/MC			400.00	0.00	
03/01/22	A 0494	FULL PAGE AD			825.00	0.00	
03/01/22	A 0494	PROF. SERV.			3,191.85	0.00	
		February		0.00	5,178.01	0.00	36,301.31
		Expense.....		56,500.00	20,198.69	0.00	36,301.31
		Division....		56,500.00	20,198.69	0.00	36,301.31
		Department..		56,500.00	20,198.69	0.00	36,301.31
Final Totals				56,500.00	20,198.69	0.00	36,301.31



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

March 1, 2022

Re: **February Planning and Development Report**

Dear Committee Members,

The following new businesses registrations were received by the Planning and Development Office since the last meeting:

1. The Log Yard Dairy Bar, a food and beverage concession business, located at 1184 Maine Street.
2. Kimball & Company Neighborhood Realty, a realtor, located at 1184 Maine Street.

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

1. BD Solar Auburn, LLC received site plan approval for a commercial solar facility, at Map 4 Lots 16 and 15-1 (Lewiston Junction Road)

The following commercial building permits were received by the Code Enforcement Office since the last meeting:

1. SBA Towers III submitted a permit application to install six new T-Mobile antennas at 35 Ricker Road with an estimated construction cost of \$65,000.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

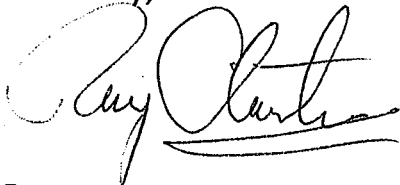
COMMUNICATIONS

February 4, 2022

To: Cyndi Robbins

At this time, I am resigning from the CEDC. It has been a pleasure working on the Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Cloutier", written in a cursive style. The signature is positioned above the printed name.

Raymond Cloutier

OLD BUSINESS

Business Directory - Visitpoland.me

Poland CEDC <PolandCEDC@polandtownoffice.org>

Fri 2/25/2022 11:20 AM

To: Marissa Bean <mbean@civicplus.com>

Cc: Matt Garside <mgarside@polandtownoffice.org>; Cynthia Robbins <crobbins@fairpoint.net> <crobbins@fairpoint.net>

Hey Marissa,

Now that I have access to update things on our website we are hard at work tweaking and updating. The Committee I work for has asked for a change that I am not sure if you guys can make.

Right now if I go to visitpoland.me and click the business directory it points to the directory which is on the Town of Poland website. Once you get there you cannot easily get back to visitpoland.me, also it is clear you are now on a new site and not the visitpoland.me site. They are wondering if it is possible to place this directory on the visitpoland.me site so that you are not redirected.

Part 2 is they are wondering if it is possible to make the directory look a little nicer when you first land on the page. I think we could do this by making an initial landing page with a table of images pointing to categories, but I was wondering if you had a way to make that easier. Can it default to something different than just "business directory all?"

Last request for now, can we add a "Home" button to the top left of the visitpoland.me menu. It is not super clear on how to get back to the home page once you start clicking around the subpages of the site, unless you know to click the logo at the top.

--

Alex Sirois

Administrative Assistant

Poland Community & Economic
Development Committee

(207) 344-7238

Re: Mission statement and goals

stacey bsullak <gatheringwindsfarm@gmail.com>

Mon 2/28/2022 4:38 PM

To: Sheila Foley <sheila.boese@gmail.com>

Cc: Ellis Mike <MIKEELLIS1216@gmail.com>; Cyndi Robbins <psicyndi@gmail.com>; chrissy kimball <chrissy78910@gmail.com>; Poland CEDC <PolandCEDC@polandtownoffice.org>

thank you....

I'm not sure if a goal but ...

1. CEDC update Quarterly or Bi-Annual newsletter -
2. Business campaign update to all businesses with invite to join websi
3. CEDC is Winterfest our annual event:) Summer Fest?
4. Some Goal of collaboration with Planning Board / Select Board?

On Sun, Feb 27, 2022 at 9:51 PM Sheila Foley <sheila.boese@gmail.com> wrote:

Hello, everyone-

Just wanted to send this out to you after the meeting. Please look over and if we want to make changes, we can discuss at the meeting this Thursday. Thank you all for attending the meeting!

Here is what we had for the mission statement I believe:

The mission of the Community Economic Development Committee is to create the conditions for economic growth and improved quality of life by planning for the future of our community's physical, economic, and social needs. We focus on the importance of supporting local businesses, fostering local entrepreneurship, and preserving key assets in our town that will build a strong future based on our rich past.

Here are the key projects we would like to focus on in the near term- up for discussion and timelines:

can we hire a grant writer with our funds for the grant

street lights

connecting sidewalks on both sides of downtown

seasonal decorations for the lights

SOP for new businesses

commercial code officer job

what businesses do we want to recruit? How?

Complete website

Business of the Quarter/semi-annual- continue

Best-

Sheila Foley

Attwood Farm & Kitchen

277 Poland Corner Rd

Poland ME 04274

www.attwoodfarmofmaine.com

218-343-1442

NEW BUSINESS

RE: Grants

Matt Garside <mgarside@polandtownoffice.org>

Mon 2/28/2022 9 16 AM

To: Cynthia Robbins <crobbins@fairpoint.net>; Nikki Pratt <npratt@polandtownoffice.org>

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

Hi Cyndi,

Funds could be used to pay for a grant writer, but it would need to be for a grant that qualifies under the CEDC funding rules. So, it would depend - if you have a specific grant in mind we can look at it. However, you can't just hire a grant writer.

Matt

Matthew Garside

Poland Town Manager

998-4601

mgarside@polandtownoffice.org

-----Original Message-----

From: Cynthia Robbins <crobbins@fairpoint.net>

Sent: Saturday, February 26, 2022 3 18 PM

To: Nikki Pratt <npratt@polandtownoffice.org>

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

Subject: Grants

Hi Nikki,

Crazy question for CDEC, can we use tiff funds for hiring a grant writer?

Thank you, Cyndi



TOWN OF POLAND BUSINESS REGISTRATION

FOR OFFICIAL USE ONLY	
Date Received:	
Property ID:	
Fee:	
Receipt Number:	
Received By:	
<input type="checkbox"/> - New <input type="checkbox"/> - Renewal	

Pursuant to 31 MRSA §§ 1-2, all businesses located in the Town of Poland are required to register each calendar year. **The annual filing fee for all registrations is \$10.00.**

BUSINESS INFORMATION	
Company Name:	
Type of Business:	
Location Address:	
Mailing Address:	
Location Phone #:	
Business Phone #:	
Business Website:	

OWNER INFORMATION	
Owner's Name(s):	
Mailing Address:	
Phone Number:	
E-mail Address:	

Check here if you **DO NOT** want your business to be included in the benefits noted below.

- Town website advertising with links to your business.
- Invitations to "Business After Hours" sponsored by the Community Economic Development Committee.
- All Businesses are included in the Community and Business Directory which is distributed throughout the town.
- Business Recognition Awards, presented twice a year.

Please submit this form with registration fee to:

Poland Town Office
 ATTN: Code Enforcement Office
 1231 Maine Street
 Poland, Maine 04274

Owner's Signature:	Date:
<hr/> <i>By my signature, I swear that all of the above is true and correct.</i>	

§1. Filing of certificate; certificate of withdrawal

Whenever 2 or more persons become associated as partners or otherwise for the purpose of engaging in any mercantile enterprise, they shall, before commencing business, deposit in the office of the clerk of the city or town in which the same is to be carried on a certificate signed and sworn to by them, setting forth their names and places of residence, the nature of the business in which they intend to engage and giving the name under which they are to transact business. Whenever any member of such partnership or association withdraws therefrom, he may certify under oath to the fact of such withdrawal, which certificate shall be deposited in the clerk's office where the partnership certificate is recorded. He shall conclusively be presumed to be a member of the firm or association to the time of his depositing such certificate.

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the First Special Session of the 130th Maine Legislature and is current through October 31, 2021. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.
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§2. Business under assumed name; filing of certificate

Whenever any person intends to engage in such business as sole proprietor thereof, and to adopt any business name, style or designation other than his own name exclusively, he shall, before commencing business, deposit in the office of the clerk of the city or town in which such business is to be carried on a certificate signed and sworn to by him, setting forth his name and place of residence, the name, style or designation under which the business is to be conducted, and stating that he is the sole proprietor.

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Questions from the CEDC Meeting - December 3, 2020

Matt Garside <mgarside@polandtownoffice.org>

Fri 12/4/2020 2:03 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>; Jennifer J. Letourneau <jletourneau@austinpa.com>; Cynthia Robbins <crobbs@fairpoint.net> <crobbs@fairpoint.net>; normdavis@aol.com <normdavis@aol.com>; Ray Cloutier <rwclou@gmail.com> <rwclou@gmail.com>; gatheringwindsfarm@gmail.com <gatheringwindsfarm@gmail.com>; Sheila Foley <sheila.boese@gmail.com> <sheila.boese@gmail.com>

Cc: Nikki Pratt <npratt@polandtownoffice.org>; Matt Garside <mgarside@polandtownoffice.org>

Dear CEDC,

I stopped by Flowers of Serenity (the new business next to the Big Apple) today. Ronnie and Kristina Wante (infor@flowersofserenity.com 207-213-3375 cell and 207-346-0685 store) are Poland residents. Previous to opening this shop, their primary method of sales was craft fairs and online. Current means of sales are their storefront and online sales.

The business is not going well. Ronnie and Kristina report little to no foot traffic. They believe this is due to several factors: poor lighting, no adjacent business to help draw in customers, and being set back so far from the road. Flowers of Serenity did have a grand opening a few weeks ago. Both Ronnie and Kristina have returned to their previous full time jobs. A daughter will staff the store in their absence.

They have addressed the lighting issue with the landlord who has repaired existing lights. Still, this may not be enough. I walked around the property and we may be able to help with streetlights – but I think this should be part of a larger effort in this area. We'd need to be cautious in installing them as there are several residences that may be impacted. My sense is that additional parking lot lighting would work better.

There are two other businesses in the building and one vacant shop. One business is the self storage facility. These folks are not there all the time and it is not the type of business that draws a lot of traffic. The second is a solar power firm. Ronnie and Kristina have only seen people in that office a few times. ISMSolar does not draw in any traffic.

There is one vacant shop at the end of the building. I was told that at least one tenant was interested, but withdrew. I do not know if there is any other interest in that unit.

The issue of being set back so far from the road is something that these folks will have to live with.

We also had a question about the business fee. Businesses are required to register annually, but there is no statutory requirement to charge an annual fee. If CEDC wants to recommend removing the \$10 business registration fee from the fee schedule I would recommend getting on the Select Board agenda.

Here is a link to:

The State Statute <https://legislature.maine.gov/statutes/31/title31ch0sec0.html>

Poland fee schedule

https://www.polandtownoffice.org/sites/g/files/vyhliif4886f/uploads/adopted_fee_schedule_05.21.19.pdf.

Nikki put together the information below.

31 MRSA 4 tells us we have to keep the filing of business registrations and 5 tells us we have to request seasonally and if a business doesn't comply they can be fined \$5 a day they are in default, however we have never instituted a fine for anyone and wouldn't suggest doing so... but may be nice to have on the

registration form going forward. There is no fee established in the statutes for this work but I believe it was instituted to help defray the cost of keeping the records. The below information is in the Maine Municipal Clerks Handbook.

Commercial Filings

Mercantile Partnerships and Assumed Business Names

Whenever two or more persons become associated as partners, or otherwise, for the purpose of engaging in any mercantile enterprise they must, before beginning business, file a certificate in the clerk's office of the municipality in which the business is to be conducted. 31 M.R.S.A. § 1.

A mercantile enterprise is a business having to do with trade or commerce or the buying and selling of merchandise. A partnership is defined as a voluntary contract between two or more competent persons to place their money, effects, labor and/or skill, in lawful commerce or business with the understanding that there shall be a community of profits thereof between them. *Cumberland County Power & Light Co. v. Gordon*, 7 A.2d 619 (Me. 1939); *Dalton v. Austin*, 432 A.2d 774 (Me. 1981).

The primary purpose of this filing requirement is to protect the public against fraud and deceit in extending credit. The filings enable people dealing with merchants transacting business under a partnership or assumed name to ascertain from public records the names of the individuals and the nature of the business. See *Lipman v. Thomas*, 61 A.2d 130 (Me. 1948). This law does not apply to corporations which file certificates of incorporation with the Secretary of State's Office.

The certificate of mercantile partnership must be sworn to and signed by the partners and must include their names and places of residence, the nature of the business, and the name under which they are to transact business. A sample is included in Appendix 3. Whenever any partner withdraws from the partnership, the withdrawing partner may certify under oath that he or she has withdrawn and must file the withdrawal certificate in the clerk's office 51 where the partnership certificate is recorded. Until such a withdrawal certificate is filed with the clerk, the withdrawing partner shall be presumed to be a member of the firm or association. 31 M.R.S.A. § 1. A sample form is included in Appendix 3.

Sole Proprietor

For the same purpose, a similar requirement is imposed on any person engaging in a mercantile business as a sole proprietor, and who adopts any business name, style or designation other than his or her own name exclusively. The sole proprietor must, before commencing business, deposit in the office of the clerk of the municipality in which the business is to be conducted a certificate of sole proprietorship. The certificate must be signed and sworn to by the sole proprietor, and must state his/her name and place of residence, the name, style or designation under which the business is to be conducted, and that he or she is the sole proprietor. 31 M.R.S.A. § 2. A sample form is included in Appendix 3.

The clerk is required to keep organized files exclusively for the purpose of recording certificates of partnership and operation of a mercantile business under an assumed name. These files must be open to public inspection. 31 M.R.S.A. § 4.

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

From: Poland CEDC <PolandCEDC@polandtownoffice.org>

Sent: Wednesday, December 2, 2020 10:11 PM

- Matt will check with Nikki Pratt, but he believes the CEDC can spend money on this since it would directly affect development. Plus, a consultant would help keep Poland in line with other Maine communities of similar size.
- Jennifer Letourneau would like to see if someone from Sebago Technics would be able to attend the next meeting.
 - Recording Secretary Alex Sirois will set it up.

Banners

- Vice-Chair Cyndi Robbins reports that the new Banners have not yet been selected. Originally, the idea was to put them across the road, however, Central Maine Power shot that down. The banners were designed by Drew Robbins. Since the town had three major anniversaries last year, they were used to inspire some of the designs. Drew was hired for a cost of \$500, and this project was put on hold sometime last year.
- Chair Jennifer Letourneau asks if the new banners can be made larger than the current banners.
 - Cyndi Robbins confirms that they will be larger.
- Town Manager Matt Garside is concerned with putting specific businesses on the banners since it could be looked at as an advertisement.
 - Cyndi Robbins feels as though it is only really promoting the milestone, not the business.
 - Matt Garside is primarily concerned with the water company banner since it would be spending CEDC funds to advertise one business.
 - Cyndi Robbins suggests sticking with just the non-profits.
- The Committee decides on banners #6 and #7 as the favorites.
 - Member Raymond Cloutier suggests buying eight total, four of one banner, and four of another.
 - The Committee agrees.
- Recording Secretary Alex Sirois asks if the domain of the new website should be added to the new banners.
- Cyndi Robbins will reach out to the banner company for a price and bring it back to the Committee next month.

Shaker Hill Nursery

- Vice-Chair Cyndi Robbins was able to check in with the owners of Shaker Hill Nursery. They are doing okay, and are working with the Code Enforcement Officer to start the process of building another building on the lot. They are planning on moving in the direction of an outdoor sports/recreation business.

NEW BUSINESS

Business Registration Fee

- Chair Jennifer Letourneau recaps the idea to try and get the business registration fee removed from the fee schedule. Does the Committee want to pursue this at this time?
- Town Manager Matt Garside feels as though it does give the town a reason to continue communication with Poland Business owners once a year. If the fee is no longer required business owners will likely no longer update their information filed with the town.
 - Vice-Chair Cyndi Robbins agrees with Matt.
- The Committee agrees to withdraw this idea at this time. They would like to see this process revamped, and think that it may be something that should go through Alex instead of Sarah.

Three-Phase Power GIS Layer

- It was discussed at a previous meeting that the three-phase power GIS data layer may need to be updated, but after further research, it appears to be correct.

Quarterly Business Award

- Recording Secretary Alex Sirois explains to the Committee that the business selected for the quarterly award at the last meeting has been sold.
- After some discussion, the Committee designs that it would be appropriate to select a different business for the award, and decides to give it to Northlight Electric.
 - Recording Secretary Alex Sirois will prepare a press release.

Spring Ribbon Cutting Planning

- Chair Jennifer Letourneau asks if the Committee would like to try and select a month to hold a joint ribbon cutting for some of the new businesses in town.
- The Committee agrees that this should be held in the spring, but specific plans are not made.

OTHER

- Member Raymond Cloutier wonders if it would be possible to mix the next Business After Hours event with the downtown design standards discussion. That way a majority of the business owners would be there to make their opinions known.
 - Town Manager Matt Garside thinks it might be a good idea to give some type of brief presentation on the standards once it has been discussed with the Committee first. The consultant may be able to act as a guest speaker for the Business After Hours event.
- Vice-Chair Cyndi Robbins informs the Committee that Poland Spring would like to host the next Business After Hours event at the water museum. A large renovation project has just been completed. They would be willing to cover some of the costs of the event.
 - Chair Jennifer Letourneau asks if this space would be large enough?

Downtown pedestrian crossing

Nate McNally <nmcnally@polandtownoffice.org>

Mon 2/28/2022 3:42 PM

To: chrissy kimball <chrissy78910@gmail.com>; Sheila Foley <sheila.boese@gmail.com>

Cc: stacey bsullak <gatheringwindsfarm@gmail.com>; Cynthia Robbins <crobbins@fairpoint.net>; Poland CEDC <PolandCEDC@polandtownoffice.org>; normdavis (normdavis@aol.com) <normdavis@aol.com>

Hi all,

Tomorrow night there will be discussion at the selectboard meeting regarding the pedestrian crossings in front of the municipal complex and PCS.

We spoke at the last board meeting and I expressed concern with the lack of lights/safety at the crossing, specifically the one utilized by the before/after school care when some 40+ kids cross. With that in mind, there's also a daycare which crosses the street and near White Oak Hill Rd, a terribly placed crosswalk on a corner.

I know Scott Segal wants to work with the CEDC on downtown designs and has some thought which he'd like to possibly incorporated into the municipal park. He's mentioned a MDOT grant which can take multiple years to apply for and be awarded.

With the possibility of a library expansion, municipal park, Sheila's bakery across the street, Chrissy's ice cream shop, the existing daycare and Rec departments before/after school care, I hope we will begin to see more foot traffic in and around the downtown.

I'm looking for your thoughts and opinions. What we're looking at is a lighting system like the one up near 5 corners/big apple which can be activated.

The lights cost about \$6,800 each and run off solar. Public Works can install. There has been talk about paying for one from the downtown TIF which has about \$7,000 remaining.

I hope we can talk more about this at the next CEDC meeting but I wanted to get some input before tomorrow night if possible. I'm more than happy not taking any action tomorrow night so collectively as a group, we can all discuss this further.

Thanks,

Nate

From: chrissy kimball <chrissy78910@gmail.com>

Sent: Friday, February 18, 2022, 10:28 PM

To: Sheila Foley

Cc: stacey bsullak; Cynthia Robbins; Poland CEDC; normdavis (normdavis@aol.com); Matt Garside; Nate McNally

Subject: Re: magazine town.pdf

I would prefer to continue the meeting Monday if possible as opposed to being away from home two nights. I can make it work if that's what needs to be done. I am happy with the full page, but I think it's lying to say that the town has a business friendly government. I'd rather see the word space to promote what is already here like the farms, community events, lots of visitors, and existing businesses.

Chrissy

Sent from my iPhone

On Feb 18, 2022, at 5:11 PM, Sheila Foley <sheila.boese@gmail.com> wrote:

I think the advertisement is good and I say full page. Any way we could list the number of businesses on there and highlight the new website link more?

I am good to meet on Thursday. I am also able to on Monday if others can't make Thursday.

Best-

Sheila

On Fri, Feb 18, 2022 at 12:15 PM stacey bsullak <gatheringwindsfarm@gmail.com> wrote:

I will be out of town Tuesday night through Friday evening visiting family. I am happy to call into the meeting Sorry I can't attend in person. I can do Monday night or Sunday after the Winterfest or call in Thursday,

On Fri, Feb 18, 2022 at 12:07 PM Cynthia Robbins <crobbins@fairpoint.net> wrote:

Hi everyone, as you can see it's my catch up on emails.

At our last meeting we briefly discussed a mission statement. Something that says it all in a few words, so the community will know our focus. As I see this as more a workshop I suggest we meet this coming Thursday at Dockside. 5:30 PM downstairs where is quiet. Bring you ideas. After its formulated we can vote on at the next meeting.

Re: Downtown pedestrian crossing

Nate McNally <nmcnally@polandtownoffice.org>

Tue 3/1/2022 12 56 PM

To: Sheila Foley <sheila.boese@gmail.com>

Cc: normdavis@aol.com <normdavis@aol.com>; stacey bsullak <gatheringwindsfarm@gmail.com>; chrissy kimball <chrissy78910@gmail.com>; Cynthia Robbins <crobbsins@fairpoint.net>; Poland CEDC <PolandCEDC@polandtownoffice.org>

Sheila,

Great points. We received \$596k from ARPA (over 2 years). I certainly will ask tonight if those funds maybe used. We also have an unassigned fund account which we could pull from. Matt has been doing most of the leg work and has been prompt about getting things in motion.

Also, I have requested the total balances in the TIF districts. I should have that information by Thursday evening.

I'm certainly interested in helping with the VPI grant in any way possible.

Thank you,

Nate

From: Sheila Foley <sheila.boese@gmail.com>

Sent: Monday, February 28, 2022, 10 31 PM

To: Nate McNally

Cc: normdavis@aol.com; stacey bsullak; chrissy kimball; Cynthia Robbins; Poland CEDC

Subject: Re: Downtown pedestrian crossing

Thank you, Nate! I appreciate you're bringing this to the board so quickly. I went to a meeting last week that briefly touched on the towns plans to make it safer to navigate downtown. I think it's a great idea to move forward with getting lights as we all know it's something we need for safety and curb appeal.

I was hoping to get a number for each of the remaining TIF sections- I didn't realize we only had \$7000 for the downtown. For the ARP, I know the town got around \$350,000. In looking at the qualifiers- would lights and sidewalks qualify as either public health expenditures or infrastructure?

Once the VPI grant is available, we need to get a good grant writer to help us with this one to focus on our next phases for the development. But this is great and I'm very excited for where this is going!

Thanks again and I will try to make it to the meeting tomorrow.

Best-

Sheila Foley

Attwood Farm & Kitchen

218-343-1442

277 Poland Corner Rd, Poland ME 04274

www.attwoodfarmofmaine@gmail.com

On Feb 28, 2022, at 17:50, Nate McNally <nmcnally@polandtownoffice.org> wrote:

Stacey,