

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, APRIL 11, 2024
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, April 11, 2024
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

March 7, 2024

RECOGNITION OF VISITORS

REPORTS

Financial Report February 2024

Financial Report March 2024

Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

Beautification

Establish Criteria For CEDC-Funded Events

Banners/Flags

Spring Business After Hours

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses

Historical Sign Replacement

Update Backdrop and Tradeshow Materials

MINUTES

Community & Economic Development Committee
Thursday, March 7, 2024
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for March 7, 2024, was called to order at 6:32 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

January 4, 2024

- Member Sheila Foley makes a motion to approve the minutes for January 4, 2024, as presented, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

RECOGNITION OF VISITORS

None

REPORTS

January 2024 Financial Report

- Recording Secretary Alex Sirois notes that the \$3,000 expense was for the Town's GIS subscription.
- Member Stacey Bsullakl makes a motion to approve the Financial Report for January 2024, seconded by Member Sheila Foley. No discussion.
VOTE: YES - 5 NO - 0

February 2024 Financial Report

- Chair Cyndi Robbins explains that most of the expenses were related to Winterfest, however, she is not sure what the professional services transaction is for.
 - Recording Secretary Alex Sirois is going to inquire and will confirm that expense.
 - The item has been tabled until next month.

January Planning and Development Report

- 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.

February 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

Maplewood Invoice

- This invoice is for expenses associated with the Poland Provisions Business After Hours.
 - Member Norm Davis makes a motion to approve the invoice for Maplewood, seconded by Member Mike Ellis. No discussion.
- VOTE YES - 4 NO - 0 ABSTAINED - 1 (S. Foley)

TIFUpdate

- The Committee reviews the information.

OLD BUSINESS

Beautification

- See “Banners” below.

Establish Criteria For CEDC-Funded Events

- Chair Cyndi Robbins has distributed an updated application document for individuals or groups seeking CEDC funding for their event. She asks the Committee to review and return next month with any comments/amendments.
- Member Norm Davis thinks that this is a great idea because eventually this committee won't be funded by the TIF and will be funded by the general budget, meaning more paperwork when money is spent. This is a good way to plan ahead.

Winterfest Follow Up

- The Committee agrees that Winterfest was a success.

2024 Explore + Discover Guide

- This ad has been submitted and is final.

Banners

- The Committee discusses getting new banners for the town.
- Member Mike Ellis questions if the town is able to change the banners seasonally and if someone can be hired to change/maintain them.
 - Chair Cyndi Robbins is curious if the CEDC should also replace the flags that are hung up for Memorial/Independence Day. Some are starting to look faded/worn.
 - The Committee supports this idea.
 - Cyndi is going to talk to the Public Works Director about flags and how they are put up.

NEW BUSINESS

Spring Business After Hours

- The Spring Business After Hours event will be held at Poland Provisions on April 10th from 5-7 pm.
- Member Sheila Foley will handle food and a cash bar (beer and wine only).
- Chair Cyndi Robbins will work on a postcard invite and circulate it to the Committee for proofing.

2023 Business of the Year

- The committee suggests possible winners and decides on an option.

Six At The Springs

- Member Stacey Bsullak explains the event to the Committee.
 - Stacey informs the Committee that they are working with Recreation Director Scott Segal on this event, and that the Town is fully on board with the use of property.
- It is expected that this would bring individuals from away to Poland to participate in this unique race.
- Member Mike Ellis makes a motion to spend up to \$1,500.00 for the use of Sheriff/EMS presence and marketing, seconded by Member Norm Davis. No discussion.

VOTE: YES - 5 NO - 0

OTHER BUSINESS

- Member Sheila Foley informs the Committee that Recreation Director Scott Segal got a quote for light poles at around \$2,900 each. She would love to see more lighting/improvement to Maine Street.
 - The Committee asks Recording Secretary Alex Sirois to research what would be required in order to use TIF funding for light poles on Maine Street.

ADJOURNMENT

The meeting adjourned at 7:46 p.m.

Recorded by: ALS

Accepted on: April 11, 2024

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	9,424.01	0.00	47,075.99
07 - TIF 2			56,500.00	9,424.01	0.00	47,075.99
6000 - TIFS			56,500.00	9,424.01	0.00	47,075.99
60 - CEDC			56,500.00	9,424.01	0.00	47,075.99
02/06/24	A 0508	POLAND WINTER FEST		500.00	0.00	
02/06/24	A 0508	POLAND WINTERFEST		400.00	0.00	
02/20/24	A 0553	4 HOURS DETAIL		400.00	0.00	
02/20/24	A 0553	PROF. SERV.		3,500.00	0.00	
02/22/24	P 0571	02/22/24 Payroll (Dist)		463.94	0.00	
		February	0.00	5,263.94	0.00	41,812.05
		Object.....	56,500.00	14,687.95	0.00	41,812.05
		Expense.....	56,500.00	14,687.95	0.00	41,812.05
		Division....	56,500.00	14,687.95	0.00	41,812.05
		Department..	56,500.00	14,687.95	0.00	41,812.05
Final Totals			56,500.00	14,687.95	0.00	41,812.05

Expense Detail Report

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

Account----- Date Jrnl Desc---	Current Budget	Debits	Credits	Unexpended Balance
400 - TIFS	56,500.00	14,687.95	0.00	41,812.05
07 - TIF 2	56,500.00	14,687.95	0.00	41,812.05
6000 - TIFS	56,500.00	14,687.95	0.00	41,812.05
60 - CEDC	56,500.00	14,687.95	0.00	41,812.05
03/28/24 P 0656 03/28/24 Payroll (Dist)		463.94	0.00	
03/29/24 G 0664 FY 2024 QTR 1 P/R TAXES		106.47	0.00	
03/29/24 G 0664 FY 2024 QTR 1 W/C		29.00	0.00	
March	0.00	599.41	0.00	41,212.64
Object.....	56,500.00	15,287.36	0.00	41,212.64
Expense.....	56,500.00	15,287.36	0.00	41,212.64
Division....	56,500.00	15,287.36	0.00	41,212.64
Department..	56,500.00	15,287.36	0.00	41,212.64
Final Totals	56,500.00	15,287.36	0.00	41,212.64



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

April 9, 2024

Re: **March Planning and Development Report**

Dear Committee Members,

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.

- A Site Plan amendment was approved for Matt New to build a new car wash on Maine Street (Map 15 Lot 5C)
- A Sketch Plan Application was approved for Caffeinated Pig, LLC to build an Aroma Joes in the existing building at 457 Maine Street.

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

- Image Inc. submitted a permit to refurbish the Poland Spring Resort sign and add a 24-square-foot electronic messaging, at 543 Maine Street.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS

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

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

NON-PROFIT (COPY OF 501 (C)(3)(6))	NON-PROFIT FEDERAL ID#:
COMPANY	FEDERAL ID#
INDIVIDUAL	
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): <i>No</i>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50px;">Yes</td> <td>Price Per Ticket: \$</td> </tr> </table>	Yes	Price Per Ticket: \$
Yes	Price Per Ticket: \$		

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? _____

banners

Cynthia Robbins <crobbins@fairpoint.net>

Thu 2/8/2024 4:13 PM

To:Poland CEDC <PolandCEDC@polandtownoffice.org>

<https://streetdecor.com/spring-summer-fall-patriotic/>

<https://streetdecor.com/holidays-winter/>

DOUBLE↑↑FENCE

PO Box 228 • 222 Waterford Road • Norway, Maine 04268
Phone: 207-539-4300

JOB QUOTE / CONTRACT

Name / Address
TOWN OF POLAND ATTN:ADAM STROUT 1232 MAINE STREET POLAND, ME 04274

Date	Estimate #
03/25/2024	3495

Project

Description	Qty	Rate	Total
3X5 US POLY	40	28.80	1,152.00T
5X1" 2 PC SILVER ALUM ROTATING POLE	10	31.12	311.20T
FLAG POLES & ACCESSORIES: GALVANIZED STEEL	10	6.00	60.00T
FLAGPOLE BRACKETS MOUNTS			
FREIGHT CHARGES TBD..			0.00
TAX EXEMPT		0.00	0.00

Thank you! 😊

QUOTES VAILD 7 DAYS

Signature _____

Fax:
207-539-4409

FENCING OF ALL TYPES • DECKS & RAILINGS
FLAGS • FLAGPOLES AND ACCESSORIES

Website:
www.doubletence.com

< ESTIMATE >

Estimate No

083319

Phone (207) 998-4601

Fax (207) 998-2002

E-mail



The Sign Store & Flag Center
325 Center Street
Auburn, ME, 04210- USA
Phone: (207)-784-4515 Fax: (207)-786-7269
www.signstor.com
sales@signstor.com

Table with 2 columns: Field (Estimate Date, SalesRep, Terms Code, Cust Id) and Value (3/27/2024, NIK, 50 DEP/BAL COD, TOWNOFFP003)

Table with 2 columns: Job Name (NEW FLAGS/POLES)

Table with 2 columns: Phone (207) 998-4601, Cell

SOLD TO TOWN OF POLAND
Attn: 1231 MAINE ST.
POLAND, ME 04274- USA

SHIP TO TOWN OF POLAND
1231 MAINE ST.
POLAND, ME 04274- USA

Main item table with columns: Item ID, Qty, Unit Price, Extended Price. Rows include FLAGPOLE, MISC. FLAGPOLE ITEMS, and 3x5FT US NYL FLAG.

1.GUARANTY Each sign is guaranteed for a period of 180 days after completion against defective workmanship and materials. 2. COMPLETION AND PERFORMANCE: SELLER shall commence the construction of the sign and prosecute the work thereon with due diligence until completion. Reference completion date is approximate only. All obligations to be performed by the SELLER hereunder shall be subject to delay or failure resulting from riot, war, fire, labor disputes, unforeseen commercial delays, acts of God, laws, regulations or restriction of governmental or public authorities, accidents, forces, conditions or circumstances, whether or not similar to the foregoing, beyond its reasonable control. 3. TERMS OF PAYMENT A fifty percent (50%) deposit is required with contract, balance due upon completion. Any invoices more than 30 days overdue are subject to a service charge of one and one-half percent per month interest on the unpaid balance. In the event that this bill is referred for collection, it shall be subject to a twenty percent attorney's fee charge. 4. TAXES The amount of any present or future sales, license, excise, or other tax, Federal, State, or Local, which may now or hereafter be Assessed against the SELLER, or the PURCHASER, for services or materials covered by this contract, or against such services, shall be paid by the PURCHASER, to the SELLER, upon demand by the SELLER, as an additional charge over and above the price as set forth in this contract.

Signature _____ Date: _____

Table with 2 columns: OrderTotal, \$1,729.00

Summary table with columns: Taxable (\$0.00), NonTaxable (\$1,729.00), SalesTax (\$0.00), Freight (\$0.00), Misc (\$0.00), OrderTotal (\$1,729.00)



Poland, ME

EDIT: 6 DATE: 3-7-19

SIZE: 29" x 60"

FABRIC: MAINSTREET

INCL: DIGITAL

POCKETS: 3.25"

OTHER:

TAKE NOTHING FOR GRANTED, PLEASE CHECK PROOF CAREFULLY.

Illustrations are a reasonable representation of ink colors on banner fabric. All monitors display differently, therefore a free color match sample is available upon request. We are not responsible for any errors after approval.

APPROVAL SIGNATURE

Street Decor, Inc
800-206-3033



TAKE NOTHING FOR GRANTED; PLEASE CHECK PROOF CAREFULLY.

Illustrations are a reasonable representation of US colors on banner fabrics. All monitors display differently, therefore a free color match sample is available upon request. We are not responsible for any errors after approval.

Street Doory, Inc.
800-256-3033

www.streetdoory.com

Poland, ME

CALL: 1-800-256-3033 FAX: 410-246-3033

SIZE: 20" x 80"
PAPER: MAINSTREET

PRINT: DIGITAL
MATERIAL: STANDARD 3.25"

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