

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, MAY 5, 2022
6:30 PM - TOWN OFFICE CONFERENCE ROOM

MEETING MATERIALS

Community & Economic Development Committee
Thursday, May 5, 2022
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

April 7, 2022

RECOGNITION OF VISITORS

REPORTS

Financial Report - April 2022

Planning and Development Report

COMMUNICATIONS

Gems of Route 26 Invoice

The Pin Center

OLD BUSINESS

Website

Spring 2022 Business After Hours Recap

NEW BUSINESS

Schedule Downtown Design Standards Workshop with the Planning Board

Town Signs/Landscaping

Childcare Location

Business Registry

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

2022 Business Recognition Award (delayed until the July meeting)

SOP For New Businesses

Triathlon (delayed until the October meeting)

MINUTES

Community & Economic Development Committee
Thursday, April 7, 2022
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for April 7, 2022, was called to order at 6:33 pm, by Chair Cyndi Robbins. Vice-Chair Sheila Foley, Members Chrissy Kimball, Stacey Bsullak, Mike Ellis, and Norm Davis, are present. Mike Ellis has been appointed to the CEDC as a voting member.

Public Attendance: Recording Secretary Alex Sirois, and Select Person Nate McNally.

MINUTES

March 3, 2022

- Member Norm Davis makes a motion to accept the minutes for March 3, 2022, as presented, seconded by Member Chrissy Kimball. No discussion.
VOTE YES - 6 NO - 0

RECOGNITION OF VISITORS

None

REPORTS

Financial Report

- The financial report for March 2022 just includes payroll expenses.
- Vice-Chair Sheila Foley makes a motion to accept the financial report for March as presented, Seconded by Member Chrissy Kimball. No discussion.
VOTE YES - 6 NO - 0

Planning and Development Report

- The following new businesses registrations were received by the Planning and Development Office since the last meeting:
 - Vacationland Moving, a moving and transport business, located at 1484 Maine Street, Unit 1.
- No new Site Plan 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:
 - Bailey Sign submitted a permit application to install a Building sign and Pylon sign for Dollar General at 1478 Maine Street with an estimated construction cost of \$15,000.

COMMUNICATIONS

OLD BUSINESS

Website

- The Committee continues to discuss its frustrations with the current website service.
- Recording Secretary Alex Sirois explains the lack of communication and severe delay in response when dealing with the current company.
- Alex will send Cyndi his emails to the company and she will discuss the situation with Town Manager Matt Garside.

Spring 2022 Business After Hours

- Currently, the RSVP list is up to approximately twenty-five people.
- Recording Secretary Alex Sirois will send another email to the business list.
- Paul from Community Concepts Finance Corp will speak.
- Chair Cyndi Robbins is wondering why we only have approximately eighty businesses that want to be included on the CEDC benefits list.
- The Committee discusses business registrations and how to entice businesses to want to register annually.
 - The Committee considers increasing the registration period to once every five years for a \$50 fee.
- Selectboard Member Nate McNally suggests the idea of sponsored Facebook posts when a new business opens in town, promoting them.
- Member Mike Ellis thinks suggests a basket of small gifts might be nice to give to a new business. This might increase general morale for Poland businesses. Maybe gift cards supporting other Poland businesses.
- The Committee decides to get gift cards to give away as raffle items at the After Hours event.

Triathlon

- Vice-Chair Sheila Foley believes it would be best to pass on this idea for now and bring it back up for discussion in the fall.

SOP for the New Business

- Vice-Chair Sheila Foley feels as though the permit process just needs to be laid out in a way that makes it easier to follow.
- Chair Cyndi Robbins wants to avoid duplicating work and thinks that this may be a project that the Planning and Development Office needs to handle. This is something we need to bring to the Selectboard or Town Manager.

NEW BUSINESS

Schedule Downtown Design Standards Workshop with the Planning Board

- Chair Cyndi Robbins reminds the Committee that they need to pick three dates for the Planning Board workshop. Cyndi is wondering if the last week of April would work.
- April 26th is selected as the ideal meeting date, either before or after their regularly scheduled meeting.
- Recording Secretary Alex Sirois will reach out to coordinate.

OTHER BUSINESS

- Chair Cyndi Robbins mentions that the town signs are in need of a refresh because the sun has washed them out. They are \$30 each to replace the logos. Some of them are in need of additional text. She suggests up to \$500 to touch up the signs.
- Member Norm Davis makes a motion to spend up to \$500 for signage improvements, Vice-Chair Sheila Foley seconds. No discussion.
VOTE: YES - 6 NO - 0
- Cyndi reminds the Committee that a few years ago they paid Glen Bolduc to landscape under each town sign. He was paid to do the work but no one was watering them and everything died. We were told at that time that we could not pay him to do the maintenance (Watering). She does not know where that is now.
 - Cyndi will talk to the Town Manager and see what the plan is this year for landscaping.
- Member Chrissy Kimball would like to see a childcare center close to the central part of town. The YMCA may have the ability to do a program if they had a space.
- Vice-Chair Sheila Foley would like to buy some grand opening banners.
- Member Mike Ellis is wondering if we can plant trees.
 - Cyndi believes the CEDC can pay for landscaping, but can't do trees near the road.
- Selectboard Member Nate McNally informs the Committee that signs/lights for the crosswalks have been ordered and will be here soon.
- Cyndi updates the committee on the hurdles she has hit with connecting Cyndi's Dockside into the sewer project.
- Cyndi would like to include available commercial properties on the website.

ADJOURNMENT

The meeting adjourns at 8:11 pm.

Recorded by: ALS

Accepted on: May 5, 2022.

REPORTS

Expense Detail Report
 Department(s): E 401-01-5650 - E 401-01-5650
 April

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	20,638.86	0.00	35,861.14
01 - PSB TIF 2			56,500.00	20,638.86	0.00	35,861.14
5650 - CEDC EXPENSE			56,500.00	20,638.86	0.00	35,861.14
04/28/22	P 0641	04/28/22 Payroll (Dist)		440.17	0.00	
April			0.00	440.17	0.00	35,420.97
Expense.....			56,500.00	21,079.03	0.00	35,420.97
Division....			56,500.00	21,079.03	0.00	35,420.97
Department..			56,500.00	21,079.03	0.00	35,420.97
Final Totals			56,500.00	21,079.03	0.00	35,420.97



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

May 3, 2022

Re: **April 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. Oracle Management XXIII, Inc. dba Dunkin Donuts PC #354062 (Dunkin Donuts), a coffee shop, located at 386 Maine Street.

No new Site Plan 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. The Town of Poland submitted a permit application for landscaping improvements at 33 Poland Corner Road with an estimated construction cost of \$13,800.
2. Poland Camp Co. LLC submitted a permit application to build three new bunkhouses at 200 Verrill Road with an estimated construction cost of \$126,000.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS

Gems of 26
640 Maine Street
Poland Spring, ME 04274 US
crobbins@fairpoint.net

Invoice

BILL TO
town of Poland town of Poland

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1016	05/03/2022	\$1,000.00	06/02/2022	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Dues		1	1,000.00	1,000.00

BALANCE DUE

\$1,000.00

RE: Follow Up

Matt Garside <mgarside@polandtownoffice.org>

Tue 5/3/2022 3:47 PM

To: David@pincenter.com <David@pincenter.com>; Poland CEDC <PolandCEDC@polandtownoffice.org>

Hi David,

I've copied our Community and Economic Development Committee. They can let you know if they have any interest.

Matt

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

From: David@pincenter.com <David@pincenter.com>
Sent: Tuesday, May 3, 2022 3:37 PM
To: Matt Garside <mgarside@polandtownoffice.org>
Subject: Follow Up

Hello Matt,

Just checking in to see if there is any interest in ordering civic lapel pins for Poland as a fun and low cost way to share the town with citizens and visitors. Besides pins we also supply city keys, key chains, coins etc.

If you are interested feel free to email the town logo and we can mockup the pin art for your consideration.

Thanks!,
David

David Pearce
The Pin Center
3140 S. Durango Drive
Suite #104
Las Vegas, NV 89117
800-553-9490
www.pincenter.com
david@pincenter.com

OLD BUSINESS

Poland CEDC Visitpoland.me

Matt Garside <mgarside@polandtownoffice.org>

Fri 4/15/2022 1:06 PM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>; Marissa Bean <mbean@civicplus.com>

Cc: Cynthia Robbins <crobbs@fairpoint.net> <crobbs@fairpoint.net>; Nikki Pratt
<npratt@polandtownoffice.org>; Matt Garside <mgarside@polandtownoffice.org>

Hi Marissa,

Our CEDC has decided to go in another direction with the CEDC website. We will no longer need your help for that portion of the website and do not need you to hose that site. Thanks.

Matt

Matthew Garside

Poland Town Manager

998-4601

mgarside@polandtownoffice.org

NEW BUSINESS

Re: Meeting with CEDC

George Greenwood <ggreenwood82346@gmail.com>

Tue 5/3/2022 7:32 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Alex,

Yes, you have been added to the end of the May 24th meeting. Do you have a few questions I can share with the board to give everyone ideas to think about before we meet?

Best,

George

George Greenwood

207-240-1165

ggreenwood82346@gmail.com

On May 2, 2022, at 9:30 PM, Poland CEDC <PolandCEDC@polandtownoffice.org> wrote:

Great, thanks George! Have you heard anything back from Sarah yet? Just want to try and update the CEDC at their meeting on Thursday.

--

Alex Sirois

Administrative Assistant

Poland Community & Economic

Development Committee

(207) 344-7238

From: George Greenwood <ggreenwood82346@gmail.com>

Sent: Thursday, April 28, 2022 10:17 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

Subject: Re: Meeting with CEDC

Good Morning Alex,

I'm fine with meeting CEDC doing it at the end of our meeting on May 24th. I am interested in working on changes to the Downtown Design Standards and think others on the board are as well. It will give us an opportunity evaluate and hopefully improve the standard making it more appealing to businesses looking at Poland to locate or expand in this area of town.

I will reach out to Sarah to see if that date will work depending on the number of application and get back to you.

Best,

George

George Greenwood

207-240-1165

ggreenwood82346@gmail.com

Re: stuff

Mr. Chip <chipssign@aol.com>

Fri 4/8/2022 2:33 PM

To: CynthiaRobbins <crobbins@fairpoint.net>

Cc: Mark Bosse <mark@pdandspringesort.com>; PolandCEDC <PolandCEDC@pdandtownoffice.org>

Sounds good I'll will get it on the schedule.

Chip

[Sent from the all new AOL app for iOS](#)

On Friday, April 8, 2022, 12:58 PM, Cynthia Robbins <crobbins@fairpoint.net> wrote:

Hi hope you are doing well.

The committee voted to repair the signs. I noticed the one on the auburn poland line on 122 needs more than a logo fix. Please go ahead and replace all the logo and as necessary fix the other. I need this done and paid for before July 1 as it will be a new budget year.

Thank you!

Cyndi

food bank

Cynthia Robbins <crobbins@fairpoint.net>

Fri 4/8/2022 2:26 PM

To: PamAugust<firewks7@aol.com>

Cc: Poland CEDC <PolandCEDC@polandtownoffice.org>

Hi,

A question came up last night. Do you have any interest in renting the church for child care?
Cyndi Robbins

psicyndi@gmail.com