

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, JUNE 2, 2022**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**MEETING MATERIALS**

**Community & Economic Development Committee**  
**Thursday, June 2, 2022**  
**6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

May 12, 2022

**RECOGNITION OF VISITORS**

**REPORTS**

Financial Report - May 2022

Planning and Development Report

**COMMUNICATIONS**

Gems of Route 26 Invoice

Cyndi's Dockside Invoice

**OLD BUSINESS**

Website

Downtown Design Standards Workshop with the Planning Board

Town Signs/Landscaping

**NEW BUSINESS**

**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, May 12, 2022**  
**Town Office Conference Room - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for May 12, 2022, was called to order at 6:31 pm, by Chair Cyndi Robbins. Members Stacey Bsullak, Mike Ellis, and Norm Davis, are present. Vice-Chair Sheila Foley and Member Chrissy Kimball are absent.

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

**MINUTES**

April 7, 2022

- Member Norm Davis makes a motion to accept the minutes for April 7, 2022, as presented, seconded by Member Stacey Bsullak. No discussion.  
VOTE            YES - 4            NO - 0

**RECOGNITION OF VISITORS**

None

**REPORTS**

Financial Report

- The financial report for April 2022 just includes payroll expenses.
- Member Stacey Bsullak makes a motion to accept the financial report for March as presented, Seconded by Member Mike Ellis. No discussion.  
VOTE            YES - 4            NO - 0

Planning and Development Report

- The following new businesses registrations were received by the Planning and Development Office since the last meeting:
  - 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:
  - The Town of Poland submitted a permit application for landscaping improvements at 33 Poland Corner Road with an estimated construction cost of \$13,800.

- 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.

## **COMMUNICATIONS**

### Gems of Route 26 Invoice

- Chair Cyndi Robbins explains that prior to COVID-19 the CEDC donated \$1,000 a year to the Gems of Route 26, which is a private group that supports economic development on Route 26. She is a part of the Gems of 26, as she has multiple businesses on Route 26, so she must recuse herself from voting on this item.
- Since she has to recuse herself there is not a quorum to vote on this agenda item and it will be tabled until next month.

### The Pin Center

- The Committee is not interested in ordering anything at this time.

## **OLD BUSINESS**

### Website

- Chair Cyndi Robbins explains that we are no longer going to be working with the old company and will now be doing the website in-house. Recording Secretary Alex Sirois will be setting this up and once the page is up the Committee will have an account to access and make edits to the pages.
- The new website is discussed and it is decided that we want something similar to the Bethel Chamber of Commerce.
- Member Mike Ellis thinks that the website needs to be easy to navigate and nice to look at. He would like someone to be able to survive a week in Poland by using this website.
- Cyndi's goal is to help people find what they need locally.

## **NEW BUSINESS**

### Schedule Downtown Design Standards Workshop with the Planning Board

- The CEDC is scheduled to appear at the May 24th Planning Board meeting to discuss the Downtown Design Standards.

### Town Signs/Landscaping

- Chair Cyndi Robbins was able to speak with Town Manager Matt Garside about the maintenance of landscaping installed around the Town signs. The town staff is unable to water/maintain anything planted in these areas.
- Cyndi is wondering if some businesses in town might consider "adopting" a sign to maintain.

- The last time the signs were landscaped the work was done by Spruce Bay, and it cost approximately \$5,000. Cyndi reached out for an updated quote and to replant will cost another \$6,500.
- Member Mike Ellis thinks attractive plantings can make a huge impact. He is not sure why other towns are able to plant and maintain landscaping but Poland cannot. He wishes there was more harmony with the overall objective. There are plenty of low-maintenance species and products available.
- Cyndi informs the Committee that seven of the logos on the Town signs were in need of refreshing. They should be replaced this month.
- Mike is willing to create a landscaping design for the signs, but he will need to see the locations and take some measurements first.
- Cyndi will work on a plan for watering and maintenance.
- Member Norm Davis informs the Committee that a road project is going to be started soon at the Lewiston Junction Road sign, so we may want to hold off on landscaping that sign.

#### Childcare Location

- Not discussed

#### Business Registry

- Not discussed

#### **OTHER BUSINESS**

- Chair Cyndi Robbins states that once the Committee is done with some of the ongoing large projects, she would like to go to the Board of Selectpersons and get a complete business list and then send a letter to each one of them promoting the CEDC. We need to fix the culture issues and image of the Town and CEDC.

#### **ADJOURNMENT**

The meeting adjourns at 7:39 pm.

Recorded by: ALS

Accepted on: June 2, 2022.

# REPORTS

## Expense Detail Report

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

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS				56,500.00	21,079.03	0.00	35,420.97
<b>01 - PSB TIF 2</b>				<b>56,500.00</b>	<b>21,079.03</b>	<b>0.00</b>	<b>35,420.97</b>
5650 - CEDC EXPENSE				56,500.00	21,079.03	0.00	35,420.97
05/03/22	A 0644	DUES			275.00	0.00	
05/17/22	A 0682	DUES			1,000.00	0.00	
05/18/22	G 0699	12/10-3/31/2022 P/R TAXES			109.16	0.00	
05/18/22	G 0699	12/10-3/31/2022 P/R TAXES			29.00	0.00	
05/26/22	P 0708	05/26/22 Payroll (Dist)			440.17	0.00	
<b>May</b>				<b>0.00</b>	<b>1,853.33</b>	<b>0.00</b>	<b>33,567.64</b>
<b>Expense.....</b>				<b>56,500.00</b>	<b>22,932.36</b>	<b>0.00</b>	<b>33,567.64</b>
<b>Division....</b>				<b>56,500.00</b>	<b>22,932.36</b>	<b>0.00</b>	<b>33,567.64</b>
<b>Department..</b>				<b>56,500.00</b>	<b>22,932.36</b>	<b>0.00</b>	<b>33,567.64</b>
<b>Final Totals</b>				<b>56,500.00</b>	<b>22,932.36</b>	<b>0.00</b>	<b>33,567.64</b>







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

May 31, 2022

Re: **May 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. Moonrise Hollow Farm, an agricultural business, located at 12 Alexander Lane.
2. Bearded Bro Home Services, LLC, a handyman, located at 35 Maple Lane.
3. Dollar General, a retail store, located at 1478 Maine Street.

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

1. Image Inc. received approval to build a new innkeepers dwelling at 543 Maine Street.

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

1. Middle Range Pond Restaurant LLC submitted a permit application for soil stabilization of a 28' x 70' picnic area per a DEP Permit by Rule application dated 05/11/2022 at 640 Maine Street.
2. SBA Towers III LLC submitted a permit application for T-Mobile replacement of (4) antennas, relocation of (4) antennas, and installation of (4) antennas and associated equipment on Duff Road with an estimated construction cost of \$35,000.
3. Poland Spring submitted a permit application to open 285' of roadway with a 6' wide trench at Spring Water Road.
4. Image Inc submitted a permit application to build a new innkeepers dwelling at 22 Robbins Way, with an estimated construction cost of \$400,000.

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**