

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, JULY 13, 2023
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, July 13, 2023
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

ANNUAL COMMITTEE REORGANIZATION

MINUTES

June 1, 2023

RECOGNITION OF VISITORS

REPORTS

June 2023 Financial Report
Planning and Development Report

COMMUNICATIONS

OLD BUSINESS

Beautification

NEW BUSINESS

Ribbon Cutting Checklist & Process

OTHER BUSINESS

ADJOURNMENT

CEDC ACTIVE LIST

SOP For New Businesses
Banner Replacement
Historical Sign Replacement

MINUTES

Community & Economic Development Committee
Thursday, June 1, 2023
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for June 1, 2023, was called to order at 6:30 pm, by Chair Cyndi Robbins. Members Norm Davis, Stacey Bsullak, Mike Ellis, and Rob Dwyer are present. Vice Chair Sheila Foley and Member Chrissy Kimball are absent.

Public Attendance: Recording Secretary Alex Sirois.

MINUTES

May 4, 2023

- Member Norm Davis makes a motion to approve the minutes for May 4, 2023, as presented, seconded by Member Mike Ellis. No discussion.

VOTE YES - 5 NO - 0

RECOGNITION OF VISITORS

None

REPORTS

Financial Report - May 2023

- Chair Cyndi Robbins mentioned that the listed dues were likely for the LA Metro.
- Member Rob Dwyer makes a motion to approve the financial report for May 2023, as presented, seconded by Member Stacey Bsullak. 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:
 - J Dostie Electric, LLC, an electrician, at 126 Bailey Hill Road.
 - Ivy Moon Botanicals, a maker of wellness teas, at 42 Lane Road.
- No applications have been 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.
 - Sheila Foley submitted an application for a new HVAC system at 1220 Maine Street. Estimated construction cost of \$16,000.
 - Sheila Foley submitted a sign permit application for work to be done at 1220 Maine Street. Estimated construction cost of \$1,814.

COMMUNICATIONS

Resignation from Chrissy Kimball

- Member Chrissy Kimball has submitted her resignation from the Committee.
- Chair Cyndi Robbins will send Chrissy a note expressing gratitude, and the committee discussed sending her a shirt with the new logo.
- Member Mike Ellis makes a motion to accept the resignation of Member Chrissy Kimball, seconded by Rob Dwyer. No discussion.

VOTE YES - 5 NO - 0

Bill from Poland Spring Resort

- Chair Cyndi Robbins paid the Business After Hours entertainer the night of the event. She did not feel it was appropriate to make him wait.
- Member Rob Dwyer makes a motion to pay the bill from Poland Spring Resort for costs associated with the spring Business After Hours event, seconded by Member Norm Davis. No discussion.

VOTE YES - 4 NO - 0 ABSTAINED - 1 (C. Robbins)

Bill from Prospect Digital

- The bill submitted is for all work done building and designing the new visitpoland.me website. This includes annual hosting.
- Recording Secretary Alex Sirois provides an update on the status of the business database.
- Member Stacey Bsullak makes a motion to pay the bill from Prospect Digital, seconded by Member Rob Dwyer. No discussion.

VOTE YES - 5 NO - 0

OLD BUSINESS

Spring Business After Hours

- Chair Cyndi Robbins expressed satisfaction with Fairlawn, the host of the event. She mentioned not having received the bill yet and stated she would follow up.

Business To Business Tradeshow

- Member Stacey Bsullak attended the tradeshow and promoted Poland. The Committee discussed the need to gather more business cards and materials from other businesses for future events.
- The event was well attended.
- Next year a raffle would be helpful.
- Other chambers were present at the tradeshow, but no other towns were represented.
- The committee noted that the backdrop could be updated for the next year's tradeshow.

Beautification

- Chair Cyndi Robbins spoke with Town Manager Matt Garside regarding hiring someone for beautification maintenance. The possibility of a maintenance contract was discussed.
- Member Mike Ellis had a conversation with someone about the project and explained the requirements. It is uncertain if they can accommodate the request.
 - Cyndi inquired about completing the project before July 1st, but Mike indicated it was unlikely.
 - Member Rob Dwyer suggested having the work billed before July 1st.
- The Committee requested Mike to prepare a Request for Proposal (RFP) outlining the project requirements.
- The issue of lighting was raised, and Mike proposed using solar lights that would need to be removed at the end of the season. The committee considered incorporating this into the maintenance agreement.

NEW BUSINESS

- None

OTHER BUSINESS

- Member Mike Ellis inquired if anyone had a contact at the school regarding the heating units. Double R Crane has some units that are approximately six years that they acquired from a job. Member Norm Davis suggested contacting John Hawley.

ADJOURNMENT

Meeting adjourns at 7:09 pm

Recorded by: ALS

Accepted on: July 6, 2023

REPORTS

Expense Detail Report
 Department(s): E 400-07-6000-60 - E 400-07-6000-60
 June

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	31,687.70	0.00	24,812.30
07 - TIF 2				56,500.00	31,687.70	0.00	24,812.30
6000 - TIFS				56,500.00	31,687.70	0.00	24,812.30
60 - CEDC				56,500.00	31,687.70	0.00	24,812.30
06/06/23	A 0805	PROF. SERV.			100.00	0.00	
06/20/23	A 0854	WATER QUALITY ASSESSMENT			1,000.00	0.00	
06/22/23	P 0890	06/22/23 Payroll (Dist)			463.94	0.00	
		June		0.00	1,563.94	0.00	23,248.36
		Object.....		56,500.00	33,251.64	0.00	23,248.36
		Expense.....		56,500.00	33,251.64	0.00	23,248.36
		Division....		56,500.00	33,251.64	0.00	23,248.36
		Department..		56,500.00	33,251.64	0.00	23,248.36
Final Totals				56,500.00	33,251.64	0.00	23,248.36



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

July 3, 2023

Re: **June 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. Little Artists, Art Enrichment Classes for Children, at 70 Poland Corner Road.

No new commercial applications have been approved by the Planning Board since the last meeting.

No commercial building permits were received by the Code Enforcement Office since the last meeting.

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine