

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, AUGUST 3, 2023**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**Community & Economic Development Committee**  
**Thursday, August 3, 2023**  
**6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**ANNUAL COMMITTEE REORGANIZATION**

**MINUTES**

July 6, 2023

**RECOGNITION OF VISITORS**

**REPORTS**

June 2023 Financial Report

July 2023 Financial Report

Planning and Development Report

**COMMUNICATIONS**

**OLD BUSINESS**

Beautification

**NEW BUSINESS**

Establish Criteria For CEDC-Funded Events

Fall Business After Hours

**OTHER BUSINESS**

**ADJOURNMENT**

**CEDC ACTIVE LIST**

SOP For New Businesses

Banner Replacement

Historical Sign Replacement

Update Backdrop and Tradeshow Materials

# **MINUTES**

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

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for July 13, 2023, was called to order at 6:31 pm by Chair Cyndi Robbins. Members present were Norm Davis, Sheila Foley, and Stacey Bsullak. Members Mike Ellis and Rob Dwyer were absent.

**Public Attendance:** Recording Secretary Alex Sirois and Selectboard Member Nate McNally.

**COMMITTEE REORGANIZATION**

- Tabled until next month due to the absence of two members.

**MINUTES**

June 1, 2023

- Member Stacey Bsullak makes a motion to approve the minutes for June 1, 2023, as presented, seconded by Member Norm Davis. No discussion.

VOTE            YES - 4            NO - 0

**RECOGNITION OF VISITORS**

None

**REPORTS**

Financial Report - June 2023

- The Committee seeks clarification on the items listed as "water quality assessment" and "professional services" before voting to approve.

Planning and Development Report

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

**COMMUNICATIONS**

None

## **OLD BUSINESS**

### Beautification

- Chair Cyndi Robbins received a quote of \$6,800 from Spruce Bay to cover planting the sign beds, including labor and materials.
- Spruce Bay would also provide maintenance for \$4,000 per year and offer fall planting for an additional \$1,100.
- The Committee decided to seek additional quotes and Cyndi will find two other contractors to provide quotes.
- Sheila Foley suggested posting something on Facebook.

## **NEW BUSINESS**

### Ribbon Cutting Checklist & Process

- The committee discussed the process of ribbon-cutting events and agreed on a checklist that includes tasks such as:
  - Obtaining the logo 30 days before the event
  - Ordering dated plaques two weeks before the event
  - Obtain ribbon and banners
  - Invite officials (State Reps, Senator, Town Manager, Selectboard)
  - Share on social media and via email
  - Provide treats and water
  - Send a press release after the event.

## **OTHER BUSINESS**

- Chair Cyndi Robbins received an email from Town Manager Matt Garside, stating that Alex should not be paid as the work was within his contract to maintain and supervise the town site. The committee believes that completely rebranding, designing, and hosting a separate website goes beyond the scope of his current contract.
- Selectman Nate McNally mentioned the downtown design standards failing in a vote and proposed addressing the concerns of the Planning Board.
  - The Committee would like to meet with the Planning Board in September to see what changes they would like to see in order to support an amendment.
    - Alex will send an email to Sarah regarding this.
- Member Norm Davis suggested establishing criteria for CEDC-funded events, which will be added to the agenda for the next meeting.
- Vice Chair Sheila Foley expressed an interest in exploring improvements for downtown, such as street lights.

## **ADJOURNMENT**

Vice Chair Sheila Foley made a motion to adjourn the meeting at 7:23 pm, seconded by Member Stacey Bsullak. No discussion.

VOTE:            YES - 5            NO - 0

Recorded by: ALS

Accepted on: August 3, 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
<b>07 - TIF 2</b>				<b>56,500.00</b>	<b>31,687.70</b>	<b>0.00</b>	<b>24,812.30</b>
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	
		<b>June</b>		<b>0.00</b>	<b>1,563.94</b>	<b>0.00</b>	<b>23,248.36</b>
		<b>Object.....</b>		<b>56,500.00</b>	<b>33,251.64</b>	<b>0.00</b>	<b>23,248.36</b>
		<b>Expense.....</b>		<b>56,500.00</b>	<b>33,251.64</b>	<b>0.00</b>	<b>23,248.36</b>
		<b>Division....</b>		<b>56,500.00</b>	<b>33,251.64</b>	<b>0.00</b>	<b>23,248.36</b>
		<b>Department..</b>		<b>56,500.00</b>	<b>33,251.64</b>	<b>0.00</b>	<b>23,248.36</b>
<b>Final Totals</b>				<b>56,500.00</b>	<b>33,251.64</b>	<b>0.00</b>	<b>23,248.36</b>





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

August 2, 2023

Re: **July Planning and Development Report**

Dear Committee Members,

**No new business registrations were 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.**

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

- RSU 16 submitted a building permit application for a new storage shed, with a construction cost of \$6,700, at 30 Poland Corner Road.

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine