

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, SEPTEMBER 7, 2023
6:30 PM - TOWN OFFICE CONFERENCE ROOM

Community & Economic Development Committee
Thursday, September 7, 2023
6:30 PM - Town Office Conference Room

AGENDA

CALL TO ORDER

MINUTES

August 3, 2023

RECOGNITION OF VISITORS

REPORTS

FY23 Expenditure Update
July 2023 Financial Report
August 2023 Financial Report
Planning and Development Report

COMMUNICATIONS

Heritage Day Invoice
September 26, 2023 Agenda Request
Maine SBDC at AVCOG

OLD BUSINESS

Beautification
Establish Criteria For CEDC-Funded Events
Fall Business After Hours

NEW BUSINESS

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, August 3, 2023
Town Office Conference Room - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for August 3, 2023, was called to order at 6:30 p.m. by Chair Cyndi Robbins. Members present were Norm Davis, Mike Ellis, Stacey Bsullak, and Rob Dwyer. Vice Chair Sheila Foley was absent.

Public Attendance: Recording Secretary Alex Sirois.

COMMITTEE REORGANIZATION

- Member Norm Davis nominated Cyndi Robbins to serve as Chair of the Committee for the remainder of the fiscal year, seconded by Member Stacey Bsullak. No discussion.
VOTE: YES - 5 NO - 0
- Chair Cyndi Robbins nominated member Rob Dwyer to serve as the Vice Chair of the Committee for the remainder of the fiscal year, seconded by Member Stacey Bsullak. No discussion.
VOTE: YES - 5 NO - 0
- Chair Cyndi Robbins nominated Stacey Bsullak to serve as the Secretary of the Committee for the remainder of the fiscal year, seconded by Member Norm Davis. No discussion.
VOTE: YES - 5 NO - 0

MINUTES

July 13, 2023

- Member Stacey Bsullak makes a motion to approve the minutes for July 13, 2023, as presented, seconded by Member Norm Davis. No discussion.
VOTE YES - 5 NO - 0

RECOGNITION OF VISITORS

None

REPORTS

Financial Report - June 2023

- Member Stacey Bsullak made a motion to approve the Financial Report for June 2023, seconded by Member Norm Davis. No discussion.
VOTE: YES - 5 NO - 0

Financial Report - July 2023

- Due to a technical issue, the report was not available and will be reviewed next month.

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.
- 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.
 - Recording Secretary Alex Sirois explains that a car wash may be interested in coming to town.

COMMUNICATIONS

OLD BUSINESS

Beautification

- Chair Cyndi Robbins mentioned that she has not had any time to work on this, and it will need to be tabled until next month.
- Member Mike Ellis brought up the appearance of the municipal complex and suggested hiring someone to clean up/maintain landscaping.
 - Vice Chair Rob Dwyer suggested starting and funding such a project.
 - Cyndi will contact Matt to discuss this.

NEW BUSINESS

Establish criteria for funded events

- This agenda item has been tabled until next month.

Business after hours

- Chair Cyndi Robbins raised the idea of a fall event.
 - Vice Chair Rob Dwyer suggested the Wolf Cove Inn if they would be interested.
 - Cyndi will follow up with them. Cyndi recently met the new owners of Wolf Cove Inn, and they are very interested in getting more involved in the community.

OTHER BUSINESS

ADJOURNMENT

Member Stacey Bsullak made a motion to adjourn the meeting at 7:07 p.m., seconded by Vice

Chair Rob Dwyer. No discussion.

VOTE: YES - 5 NO - 0

Recorded by: ALS

Accepted on: August 3, 2023

	Budget	YTD Expenses	Unexpended
Admin Assistant - Salary & Benefits	\$6,500	\$5,948	\$552
Business Outreach	\$1,000	\$595	\$405
Postage	\$300	\$0	\$300
Professional Services (TIF consultant & engineering)	\$9,200	\$4,950	\$4,250
Printing	\$2,500	\$0	\$2,500
Website Design & Conversion	\$4,000	\$3,102	\$898
Dues & Memberships	\$1,000	\$500	\$500
Advertising	\$3,500	\$1,575	\$1,925
GIS Web Support	\$4,000	\$2,400	\$1,600
Public Beautification	\$5,000	\$0	\$5,000
Lake Associations	\$3,000	\$2,000	\$1,000
Special Events (Heritage Days, BAH, ect.)	\$16,500	\$13,261	\$3,239
TOTALS	\$56,500	\$34,331	\$22,169

EXPENDITURES YTD APPROVED BY BOS

7/19/2022 Business After Hours	\$1,255
8/16/2022 Tripp Lake Environmental Association	\$1,000
10/26/2022 Sebago Technics	\$250
11/15/2022 Pick'n Orchard Festival	\$1,500
11/01/2022 Civic Plus	\$2,315
11/01/2022 Heritage Day	\$5,000
11/15/2022 Christmas in Poland	\$1,500
12/06/2022 Business After Hours	\$1,958
02/07/2023 Network Solutions	\$43
02/07/2023 LA Chamber Advertising	\$1,150
02/07/2023 Plaque for Business	\$63
02/17/2023 CAI Technologies (GIS)	\$2,400
02/07/2023 Grassroots Graphics	\$65
02/15/2023 Radio Ads	\$425
02/15/2023 DJ for Winter Festival	\$400
02/15/2023 Sheriff for Winter Festival	\$600
03/07/2023 Sebago Technics	\$100
03/7/2023 Sebago Technics	\$600
03/07/2023 Sebago Technics	\$3,500
03/07/2023 Trade Show	\$595
03/21/2023 Generator	\$720
04/18/2023 Sebago Technics	\$400
04/18/2023 LA Chamber Dues	\$275
05/16/2023 Oxford Hills Dues	\$225
06/06/2023 Sebago Technics	\$100
06/20/2023 Range Pond	\$1,000
07/18/2023 I Funcionts	\$200
08/01/2023 Alex Sirois (Web Design)	\$744
	\$28,382

Expense Detail Report

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - TIFS			56,500.00	0.00	0.00	56,500.00
07 - TIF 2			56,500.00	0.00	0.00	56,500.00
6000 - TIFS			56,500.00	0.00	0.00	56,500.00
60 - CEDC			56,500.00	0.00	0.00	56,500.00
07/27/23	P 0048	07/27/23 Payroll (Dist)		463.94	0.00	
		July	0.00	463.94	0.00	56,036.06
		Object.....	56,500.00	463.94	0.00	56,036.06
		Expense.....	56,500.00	463.94	0.00	56,036.06
		Division....	56,500.00	463.94	0.00	56,036.06
		Department..	56,500.00	463.94	0.00	56,036.06
Final Totals			56,500.00	463.94	0.00	56,036.06

Expense Detail Report

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

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	463.94	0.00	56,036.06
07 - TIF 2				56,500.00	463.94	0.00	56,036.06
6000 - TIFS				56,500.00	463.94	0.00	56,036.06
60 - CEDC				56,500.00	463.94	0.00	56,036.06
08/24/23	P 0139	08/24/23 Payroll (Dist)			463.94	0.00	
		August		0.00	463.94	0.00	55,572.12
		Object.....		56,500.00	927.88	0.00	55,572.12
		Expense.....		56,500.00	927.88	0.00	55,572.12
		Division....		56,500.00	927.88	0.00	55,572.12
		Department..		56,500.00	927.88	0.00	55,572.12
Final Totals				56,500.00	927.88	0.00	55,572.12



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

September 5, 2023

Re: **August 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.

- Site Plan approval was granted to Charles and Sheila Foley for the landscaping of a new retail commercial building at 1220 Maine Street.

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

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS

Poland Spring Resort
640 Maine St
Poland, ME US
2079984351
Cyndi@polandspringresort.com
<http://www.polandspringresort.com>



INVOICE

BILL TO
Poland, town of

INVOICE # 17706
DATE 08/30/2023
DUE DATE 09/14/2023

ACTIVITY	QTY	RATE	AMOUNT
Heritage day Community day september 16, 2023	1	5,000.00	5,000.00

THANK YOU!
We appreciate your business.

BALANCE DUE **\$5,000.00**



Town of Poland
PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: 9 / 26 / 2023

Meetings are normally conducted in the Municipal Conference Room at the Town Office from 7:00 to 9:00 pm.

Applicant Information

Applicant's Name: <u>Town of Poland (CEDC)</u>	Email: <u>polandcedc@polandtownoffice.org</u>
Mailing Address: <u>1231 Maine Street, Poland, ME 04274</u>	Map: <u>N/A</u> Lot: <u>N/A</u> Sub-lot: <u>N/A</u>
Home Phone: <u>207-344-7238</u>	Work Phone: <u>207-344-7238</u> Cell Phone: <u>207-344-7238</u>

Project Information

Type of Application: <input checked="" type="checkbox"/> Informational <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Site Review <input type="checkbox"/> Shoreland <input type="checkbox"/> Subdivision
Property Address/ Road Location for project: <u>N/A</u>
Map: <u>N/A</u> Lot: <u>N/A</u> Sub-lot: <u>N/A</u> Zoning: <u>N/A</u> Lake Watershed: <u>N/A</u>
Description of Project/ Business to be discussed: <u>Continue discussion of last years proposed downtown design standard amendments, following the failed vote. Is there anything else the CEDC can do to help the Planning Board with this project?</u>

IMPORTANT – READ CAREFULLY

The Code Office **must** receive the original application, plus nine (9) copies, a digital PDF copy on either a cd or USB drive, and appropriate fees by **Thursday at 1:00 pm**, twelve (12) days before the stated meeting to be put on the meeting agenda.

- New business is scheduled on the agenda in the order this office receives completed applications.
- If you want your application reviewed for contents prior to the meeting, it must be in the Code office fourteen (14) days before the meeting.
- Should the Planning Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature:  Date: 8/30/2023

<u>OFFICE USE ONLY</u>		
Date: _____	Time: _____	Received By: _____

Maine Small Business Development Corporation

Matt Garside <mgarside@polandtownoffice.org>

Thu 8/10/2023 9:12 AM

To: Cyndi Robbins <psicyndi@gmail.com>

Cc: Poland CEDC <PolandCEDC@polandtownoffice.org>; Matt Garside <mgarside@polandtownoffice.org>

Hi Cyndi,

At this morning's L/A Chamber breakfast I met Christina Ramsdell. She is the local representative for the Maine Small Business Development Corporation. SBDC provides the same/similar services that Community Concepts does. She may be a good resource for our small business owners.

cramsdell@avcog.org

Maine SBDC at

AVCOG

125 Manley Road

Auburn, ME 04210

783-9186

Mainesbdc.org

Matt

Matthew Garside

Poland Town Manager

998-4601

mgarside@polandtownoffice.org