

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, SEPTEMBER 2, 2021
6:30 PM - TOWN OFFICE CONFERENCE ROOM**

MEETING MATERIALS

**Community & Economic Development Committee
Thursday, September 2, 2021
6:30 PM - Poland Town Office Conference Room**

AGENDA

CALL TO ORDER

RECOGNITION OF VISITORS

MINUTES

August 5, 2021

REPORTS

Financial Report

Planning and Development Report

COMMUNICATIONS

Walt Evans Decorators Invoice 8/16/2021

Grassroots Graphics Invoice 8/18/2021

OLD BUSINESS

Downtown Design Standards

Bicentennial Parade Follow Up

Website Update

NEW BUSINESS

CEDC Bylaws

OTHER BUSINESS

ADJOURNMENT

MINUTES

Community & Economic Development Committee
Thursday, August 5, 2021
Public Zoom Meeting - 6:30 PM

MINUTES

CALL TO ORDER

The Poland CEDC meeting for August 5, 2021, was called to order at 6:30 pm, by Committee Chair Jennifer Letourneau. The Chair, as well as members, Norm Davis, Raymond Cloutier, Stacey Bsullak and Sheila Foley are present. Vice Chair Cyndi Robbins, Member Jessica Wilson and Alternate Member William Eldridge are absent.

Public Attendance: Recording Secretary Alex Sirois, Amy Segal from Sebago Technics and Selectboard Liaison Nate McNally.

RECOGNITION OF VISITORS

- None

MINUTES

July 1, 2021

- Norm Davis makes a motion to accept the minutes for July 1, 2021, as presented, seconded by Chair Jennifer Letourneau. No discussion.
VOTE: YES - 2 NO - 0 ABSTAINED - 3 (S. Bsullak, S. Foley, R. Cloutier)

REPORTS

Financial Report

- Chair Jennifer Letourneau reports that the only change to this month's financial report is payroll.
- Member Sheila Foley has submitted a bill for the float that has not shown up on the financial report.
 - Jennifer believes it will likely show up on the next financial report.
- Member Stacey Bsullak makes a motion to accept the financial report, as presented, seconded by Member Norm Davis. No discussion.
VOTE: YES - 5 NO - 0

Planning and Development Report

- No new business registrations were received by the Planning and Development Office since the last meeting.
- The Planning Board approved the following commercial projects since the last meeting:

- Amy feels as though the Downtown and Village 4 zones are different areas and should probably have different standards. She also thinks that a possible path forward would be to add some of the standards to performance standards and then turn the rest into guidelines.
- Amy looked through other towns of similar size in the area. The two towns she focussed on were Raymond and Gray. Gray's are very simple and short. The three basic priorities are site planning, landscaping and lighting. Raymond's are much longer and are only guidelines.
- Chair Jennifer Letourean reminds the Committee that one thing we discussed last time was adding a range of options in standards so that they are a little more flexible.
- Raymond Cloutier doesn't think guidelines are a good idea because they are not enforceable.
- Jennifer narrows down the categories of discussion to architecture, landscaping, ????
- Member Sheila Foley would like a chance to look the other town's rules over compared to what we have.
- Amy shows the Committee an example of a vacant lot in town with a proposed development that meets the current standards.
 - Member Stacey Bsullak thinks this lot may be for sale. She wonders if there is anything we can do to take advantage of this opportunity to make it something great
 - Raymond thinks we can use TIF money to buy the land.
- Amy needs guidance from the Committee before she can move forward. The Committee decides to break up the standards from the other town's and study them before the next meeting. A workshop will also be planned with the Planning Board for sometime in September.
 - Sheila will focus on architecture.
 - Stacey will focus on landscaping.
 - Jennifer will focus on lighting, signage, and site planning.
 - Raymond will focus on site planning.
 - Norm will focus on architecture.

Bicentennial Parade

- Member Sheila Foley informs the Committee that we have the float decorations and will start decorating on the 14th. We need to get some people to be on the float. The parade is Saturday the 21st.

Website

- Recording Secretary Alex Sirois informs the Committee that he is struggling to get much of an update from our website support representative and will try to check back in with Nikki Pratt to see if he can get things moving again.

NEW BUSINESS

FY2023 Budget

- Member Norm Davis thinks we need help bringing in new businesses to town. We need someone who can attract serious businesses. We need a headhunter.
- Member Raymond Cloutier thinks we could hire a tif consultant.
- The Committee has no issues with the proposed budget.

Business Directory

- Recording Secretary Alex Sirois needs to check that the online business directory has been completed and is accurate.
- Member Sheila Foley would like a list of the businesses in Town to incorporate them into the parade float.

OTHER BUSINESS

- Member Sheila Foley is curious if we have heard anything new on the upcoming sewer project.
- Selectboard Liaison Nate McNally believes that the plan is still to put it out to bid in September or October. He has not heard anything else since the last update.
- Chair Jennifer Letourneau would like to get an update on TIF funds remaining after the completion of the sewer project.
- Member Raymond Cloutier thinks we need to ask for an extension on the TIF.
 - Nate informs Raymond that this did come up at a meeting and he can't remember for sure but believes it was said that an extension is not an option.

ADJOURNMENT

The meeting adjourns at 8:35 pm.

Recorded by: ALS

Accepted on: September 2, 2021.

REPORTS

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

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
401 - PSB TIF 2 FUNDS			56,500.00	4,413.60	0.00	52,086.40
01 - PSB TIF 2			56,500.00	4,413.60	0.00	52,086.40
5650 - CEDC EXPENSE			56,500.00	4,413.60	0.00	52,086.40
08/17/21	A 0073	BANNERS		500.00	0.00	
08/26/21	P 0097	08/26/21 Payroll (Dist)		440.17	0.00	
August			0.00	940.17	0.00	51,146.23
Expense.....			56,500.00	5,353.77	0.00	51,146.23
Division....			56,500.00	5,353.77	0.00	51,146.23
Department..			56,500.00	5,353.77	0.00	51,146.23
Final Totals			56,500.00	5,353.77	0.00	51,146.23



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

September 1, 2021

Re: **July Planning and Development Report**

Dear Committee Members,

The following new business registration was received by the Planning and Development Office since the last meeting.

1. Hamlin Insurance Agency, an insurance agency located at 1484 Maine Street, Suite 3.

The Planning Board did not approve any commercial projects since the last meeting.

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

Sincerely,

Alex Sirois
CEDC Administrative Assistant
Town of Poland, Maine

COMMUNICATIONS



**WALT EVANS
Decorators**
8812 N County Rd. 225 W
Brazil, Indiana 47834
Ph. 888-446-7621

Sales Receipt

Date	Sale No.
8/16/2021	102779

Sold To
Sheila Foley 277 Poland Corner Rd Poland, ME 04274 US

Ship To
Sheila Foley 277 POLAND CORNER RD POLAND, ME 04274-6312 US

UPS Tracking #	Payment Method	Ship Via	Project
1Z4455540398053275	MasterCard	UPS Ground	

Qty Ship	Qty	Item	Description	Rate	Amount
	3	white5	White Vinyl Floral Sheeting 5 Yard Roll	24.99	74.97
	3	green5	Green Metallic Floral Sheeting 5 Yard Roll	31.99	95.97
	1	1	Free Shipping	0.00	0.00

<p>No return or exchange of DecoPuff-Tissue pomps, opened fringe, used or damaged items or floral sheeting in units less than 10 square yard roll. Shipping fees on all sales are not reimbursable. A 15% restocking and handling fee will be charged on all returns. Returns limited to 14 days from date of sale and credited within 7 days at company discretion. Customer to pay return shipping fees. Shipments refused by the customer and returned are subject to the 15% restocking fee and the cost of shipping.</p>	Subtotal	\$170.94
	Sales Tax (0.0%)	\$0.00
	Total	\$170.94

Phone #	Fax #
8124467621	812-446-7620

Web Site
www.paradefloatstuff.com

FW: Receipt from Grassroots Graphics

Matt Garside <mgarside@polandtownoffice.org>

Thu 8/19/2021 9:01 AM

To: Debbie Fitzpatrick <dfitzpatrick@polandtownoffice.org>; Poland CEDC <PolandCEDC@polandtownoffice.org>

Could you please code these and pay from the CEDC account?

Matthew Garside

Poland Town Manager

998-4601

mgarside@polandtownoffice.org

From: Sheila Foley <sheila.boese@gmail.com>

Sent: Thursday, August 19, 2021 9:00 AM

To: Matt Garside <mgarside@polandtownoffice.org>

Subject: Fwd: Receipt from Grassroots Graphics

Best-

Sheila Foley

Attwood Farm & Kitchen

218-343-1442

277 Poland Corner Rd, Poland ME 04274

www.attwoodfarmofmaine@gmail.com

Begin forwarded message:

From: Grassroots Graphics via Square <receipts@messaging.squareup.com>

Date: August 18, 2021 at 15:22:42 EDT

To: sheila.boese@gmail.com

Subject: Receipt from Grassroots Graphics

Reply-To: Grassroots Graphics via Square

<CAESKBIAGhpyX29peXVnc2Nla2ZtdXVva25paTNmY3ZzZSIIZGlhbG9ndWUuIIML8OV/N5T7D82IaGcnQCYgyso2nErXjcGJE6ByUGZah@reply2.squareup.com>



Grassroots Graphics

How was your experience?



[Positive](#)



[Negative](#)

\$278.52

Custom Amount	\$278.52
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Total	\$278.52
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Grassroots Graphics
[207-743-5118](tel:207-743-5118)

MasterCard 6091 (Swipe)



SHEILA M FOLEY

Aug 18

2021 at

3:22

PM

#jrly

Auth

code:

01893P



Receipt Settings

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1455 Market Street, Suite 600

San Francisco, CA 94103

NEW BUSINESS

TOWN OF POLAND

Bylaws of the Poland Community and Economic Development Committee

Article I: Authority and Name

By authority of the Poland Board of Selectpersons there shall be formed an entity named "Poland Community and Economic Development Committee (CEDC)."

Article II: Purposes

To promote the development of Poland's community and economic resources by advising and recommending to the Board of Selectpersons appropriate strategies to build a stronger economy, tax base and employment base; to assist local businesses in locating and expanding their commerce in Poland, to advise and assist in the management and utilization of TIF districts and other economic development tools, to assist the Town Manager in the management of grants and other funding as may become available for community and economic development.

Article III: Offices

The public records of the CEDC shall be maintained at the Poland Town Office, 1231 Maine Street, Poland ME 04274. Confidential records shall be so marked and shall also be kept at the aforementioned location.

Article IV: Members

There shall be a nine member CEDC Board with seven regular members and two alternate members, all appointed by the Board of Selectpersons for staggered three year terms. All nine members must be registered Poland voters at large and/or Poland business owners. In addition four liaison positions may exist, representing the Municipal Department, Budget Committee, Code Enforcement, and a member of the Board of Selectpersons. There are no inherent term limits for CEDC members, except as may be determined through the Board of Selectpersons' appointment process. Alternate members will be used if a regular member is not present at a meeting and this shall be noticed at the beginning of the meeting and recognized in the minutes that the alternate member is a voting member for the meeting.

Attendance is essential; three (3) or more consecutive unexcused absences may result in a member's removal from the CEDC by the Board of Selectpersons.

If a vacancy occurs on the CEDC before a member's term is complete, the new appointee shall complete the term that is vacant.

Article V: Code of Conduct

All members of the CEDC are expected to handle themselves in a professional manner. No use of the privilege of membership on the CEDC, nor any information obtained thereby, shall be used to secure personal profit, special privileges, favors or exemptions for themselves or any other person.

Members of the CEDC must declare a conflict of interest and recuse themselves from debate and voting on any matter where they have a financial interest, or the potential to benefit personally or professionally from participation in a matter.

Article VI: Officers

Each July, the CEDC shall elect officers from among their members to serve for one fiscal year. Any member of the CEDC may hold any office. The officers of the Board shall be Chairperson, Vice Chairperson, Secretary, and Treasurer. There are no inherent term limits for these officer positions.

Chairperson: It shall be the duty of the Chairperson of the CEDC to establish the agenda and to conduct orderly meetings, to ensure minutes are kept and properly distributed and stored, and to ensure that the CEDC budgets and funding are properly accounted. Any member may request an item be placed on the agenda by notifying the Chair in writing at least 72 hours of the next stated meeting.

Vice Chairperson: It shall be the duty of the Vice Chairperson of the CEDC to fulfill the duties of the Chairperson in their absence. The vice Chairperson will also chair sub-committees of the CEDC as delegated by the Chairperson.

Treasurer: It shall be the duty of the Treasurer of the CEDC to ensure that the CEDC budgets and funding are properly accounted and reported to the CEDC.

Secretary: It shall be the duty of the Secretary of the CEDC to ensure that attendance is taken and that minutes of the proceedings are kept and properly distributed and stored, and to demarcate said minutes and notes into those that are “public records” and those that are “confidential.”

Paid consultants or Town staff may be called upon to assist in the fulfillment of any of the above duties.

Any officer may be removed by a two-thirds (2/3) vote of a quorum of the CEDC. The secretary shall give notice of removal to the officer not more than ten (10) days subsequent to the action. A vacancy in the officers of the CEDC may be filled by a majority of the members of the CEDC.

Article VII: Meetings

Meetings shall be held monthly at a time and place to be determined annually each July 1. Meetings shall be open to the general public, except where a discussion item is of a confidential nature, in which case the CEDC shall reference the section of Maine State Law that provides for discussions in executive session.

Quorum: 50% of the number of filled positions (4 needed at 7) constitutes a quorum. A quorum is required for conducting any business of the CEDC.

When voting, if a procedural question should occur, the CEDC will use Robert’s Rules of Order.

Article VII Section 2: Special Meetings

Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members. Notice of any formal special meeting shall be given to all Committee members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.

Notice of special meetings will be as dictated by the Town for open meetings.

Article VII Section 3: Informal Meetings

Informal meetings (such as Annual Report preparation meetings, preparation for issue discussion, ad-hoc sub-committees, etc.) may be called by any member. These meetings have no requirement for committee member attendance, written record or documentation or prior announcement to the public. Any recommendations formulated at these meetings shall be brought to a regular meeting. No votes shall be taken.

Article VIII: Ad-Hoc Groups

Ad-hoc groups may be created by the Committee, as it may deem necessary, to expedite its work. The Chairperson will appoint members of ad-hoc groups. Ad-hoc groups shall make reports at regularly scheduled meetings.

Article IX: Consultant Oversight

The CEDC will serve as a steering committee for any paid consultant hired by the Selectpersons for the sole purpose of economic development. Consultants will report monthly to the CEDC, submitting an itemized scope of work, as well as invoices for recommendation of payment by the Board of Selectpersons.

Article X: Contracts, Checks, Deposits and Funds

The CEDC may not enter into legally binding contracts; only the Board of Selectpersons may do so.

The CEDC may authorize such expenditures as they deem appropriate and within their budget and scope. The CEDC must have all financial transactions (deposits and expenditures) conducted through the Town's staff, accounting software and bank funds.

Article XI: Books and Records

The fiscal year of the CEDC shall be July 1st through June 30th annually. The CEDC shall ensure that an annual reporting of attendance, activities and fund utilization is filed with the Board of Selectpersons upon conclusion of the fiscal year.

Article XII: Amendment to Bylaws of Community and Economic Development Committee (CEDC)

These by-laws may be altered, amended or repealed by the Board of Selectpersons with at least thirty (30) days written notice to the full membership of the CEDC at such meeting of an intention to alter, amend, or repeal these by-laws.

Amended by the Poland Board of Selectmen this 17th day of September 2019.

Board of Selectmen

Mary-Beth Taylor, Chairperson

Suzette Robinson, Vice Chairperson

Joseph Cimino

Stephen E. Robinson

Stanley L. Tetenman
