

City of Biddeford
Downtown Development Commission
November 05, 2018 5:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Approval of Minutes**
 - 2.1. October 10, 2018 Downtown Development Commission Meeting Minutes
[10-10-2018 DDC Meeting Minutes.doc](#)
- 3. Budget Report**
 - 3.1. FY17 Budget Encumbered Balance: \$3172.00
FY19 - \$2269.01
- 4. Chairman Follow-ups/Updates**
 - 4.1. New Commissioner - pending appointment - Lenny Brenner
Current Commissioners terms that expire Dec. 31, 2018: Durkin, Droggitis, Dubois
RiverWalk - Outlook Plaza bench/table
Maine DOT Public Meeting - Main Street Intersection
City Hall Clock Tower Campaign Success
- 5. Old Business**
 - 5.1. Memo to Council: Role of the DDC
City Staff Issues:
 - 1) RiverWalk page on City website
 - 2) Parking Management Plan - update from Brad/Mat
 - 3) Other Issues315 Main Street Park - potential project interest
 - 5.2. Work of Downtown Development Commission
[11-05-2018 DDC Mission Memo.doc](#)
- 6. New Business**
 - 6.1. Downtown Conference Idea - Biddeford Open Space Conference
Commissioner's Remarks
[Biddeford Open Space Conference - for 11-05-2018 meeting.doc](#)
- 7. Next Meeting**
 - 7.1. December 3, 2018
- 8. Adjourn**



Commissioners Present: Clearwater, Droggitis, Dubois, Durkin, Edwards, Foley, Swanton [QUORUM]

Commissioners Absent: Schlaver

City Representative: Favreau

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I • Opening Remarks: Droggitis

II • Vote to approve August 2018 Minutes
[Moved: Foley, Second: Clearwater, Vote: Unanimous]

III • Reports

• Empty Slot on DDC

Durkin will follow up with Mayor

Marissa Paci – Edwards will follow up and send email suggestion

• Budget FY17

FY17 Encumbered balance: \$3172 (encumbered)

Benches/Tables encumbered for RiverWalk; Durkin will follow up with Greg

• Budget FY19

Line at \$2500 – effective July, 1 2018 (discuss use at future meetings)

Vote: to approve \$230.99 for Memorial Plaque, Claudette Lessard

[Moved: Edwards, Second: Foley, Vote: Unanimous]

• New Meeting Time

5:30pm-7pm – will continue

V • Old Business and City Business

• River Walk

- Follow up regarding tables, Durkin will continue to follow up

• Traffic Follow up

- Maine DOT meeting upcoming Nov 1, 6-8p, public comments solicited:

<https://www.journaltribune.com/articles/front-page/public-input-wanted-on-proposed-traffic-plan-in-biddeford/>

• Neighborhood Meetings

October 25 – Bacon Street meeting, Linda Waters leading (HUD)

Now 8 neighborhood sections



Waters soliciting ideas – Edwards will send info from Devon/Engine from last Bacon Street Festival to Waters

Favreau will ensure DDC is included in future emails

- **Website**

Data is out of date; Edwards and Favreau will tag-team content

Some old minutes lost; looking for 1995-2015

- **City Updates**

Favreau – strategic plan to implement Business Retention and Improvement Plan, sees DDC as data gathering body for the BRIP

Parking Management – constituents need more clarity: 1) parking garage has no completion date; 2) snow ban cost; 3) residential parking impact; 4) employee parking capacity; 5) timing of parking payment machines and enforcement; 6) lottery vs. first come/first serve permitting; 7) Mayor's Downtown Task Force, 4 councilors and a non-voting member open to hear issues and things that need to be addressing; 8) signage plan

- Favreau will follow up

Façade Improvement – Federal money is tied up to very particular limitations; and having to turn away applicants because of limitations

Promotion banners – HoB placed order; go up as soon as public works can – October 20th – Dubois lead on design; potential for t-shirts

VI • New Business

- **DDC Role**

Marketing role potential

Edits on document of memo

Will be sent to Council for Nov 8 meeting, request discussion on agenda

Vote to be sent with edits to Carmen (City Clerk) for distribution to Council

[Moved: Clearwater, Second: Swanton, Vote: Unanimous]

Edit to add "specific assignment(s)" sentence – desire specific

[Moved: Foley, Second: Schlaver, Vote: Unanimous]

- **Clocktower Campaign**

- HoB lead going very well

Next meeting: November 5, 2018; 5:30pm

VII • Meeting Adjourned (7:50p)

[Moved: Dubois, Second: Edwards, Vote: Unanimous]

October 10, 2018



TO: Biddeford City Council

FROM: Biddeford Downtown Development Commission

CC: Biddeford Mayor Alan Casavant
Jim Bennett, Biddeford City Manager
Mat Eddy and Brad Favreau, Economic Development

RE: Work of Biddeford Downtown Development Commission (DDC)

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As the government of the City of Biddeford and its City Council continue respond to the growing needs of our revitalizing community, the DDC would like to clarify its role and scope of responsibility.

In the past, the DDC filled many roles now rightly performed by official city staff and/or elected officials. As such, the DDC now reads its chartered mission as primarily a research, support, and advisory body.¹

With a specific focus on policies and projects that impact the downtown core, the DDC would like to make clear its capacity and willingness to provide support to Council in any way that may support the work of the City. It is essential that a municipal body such as the DDC continues to exist to ensure continuity of citizen input regarding the downtown and a shared vision of the nature of municipal work (versus a private or non-profit body apart from the City).

Examples of tasks the DDC could be directed to perform in the future: 1) Research specific policy proposals and provide research memos to Council; 2) Make policy and project recommendations based on surveys of downtown businesses and property owners, as well as expertise of commissioners; 3) Perform outreach as deemed necessary by Council, using expertise and community connections of commissioners to implement policy or solicit increased public involvement; 4) Continue the work of the Downtown Task Force Plan, approved by Council in November 2017; and 5) other tasks as directed by the Council.

These are just a potential sample of the tasks we envision moving forward, supporting municipal priorities and the continued redevelopment of Biddeford's downtown for all its citizens and visitors alike. We would like to request that Council provide us with a specific assignment(s) to ensure our time and expertise are well-utilized in meeting the Council's expectations.

The following pages include short biographies of all current DDC commissioners for your information, as the make up has changed significantly over the past two years.

¹ Sec. 2-254 "Functions and purposes." [Code 1975, § 2-211; amended 3-21-2013 by Ord. No. 2013.13]



Bill Durkin, Chair

Bill has served on the DDC since 1992, and chair since 2014. He brings a wealth of experience from the tourism industry, owning and operating his business in Biddeford from 1989-2011. Along with the many successful projects of the DDC throughout his tenure, as well as the River Walk project, Bill is on the board of the Friends of Rachel Carson National Wildlife Refuge, using his academic background in environmental education and analysis.

Julian Schlaver, Vice-Chair

Julian + his wife, fashion designer Roxi Suger, moved to Biddeford from Brooklyn in 2013 and has served on the DDC since 2014. He and his wife own Angelrox® an apparel brand that manufactures in a 7,000 square foot space in the mills. They also own Suger, a retail boutique with locations on Alfred Street in Biddeford as well as in the Old Port on Commercial Street in Portland. Julian's work in the community includes organizing the Biddeford Ball a charity event that has generated over \$100,000 for local charities and lit up the smokestack on Main Street. He has also served on the Mayor's Ad Hoc Downtown Task force and on the Strategic Planning Committee.

Stephanie C. Edwards, Secretary

Stephanie is a professor of theological ethics at Boston College, where she commutes to from her home on Laurier Street that she and her husband purchased in 2016. She also brings to the DDC her expertise as a former social worker, federal grant manager, and non-profit manager; as well as getting informal community feedback from her occasional shifts at Elements. She is committed to community service and community-building, and volunteers with Engine, USM School of Social Work, and the HUD Citizens Advisory Council.

Amy Clearwater

Amy is a Proposal Developer and Vice President at one of the world's largest banks, where she focuses in institutional securities and fund servicing for national and state sovereign wealth funds and alternative investment funds. Amy is a native Mainer and has lived in Biddeford since 2017. She and her wife are slowly but surely reinvigorating their historic home in downtown Biddeford, while managing their rental property. Amy holds a Bachelor's of Arts in Political Science, Sociology, and Philosophy as well as a J.D. from Maine Law. Amy was recently sworn in as the City Councilor from Ward 5.

Spiros Droggitis

Born and raised in Biddeford, Spiros returned to Biddeford in 2015 after 40 years in the Washington, DC area where he worked for the U.S. Senate, the Office of Senator Edmund Muskie of Maine and the U.S. Nuclear Regulatory Commission (NRC). He also worked for one year as a Washington representative for the



Biddeford company Fiber Materials Inc. (FMI). He retired from the NRC in 2012 as Associate Director for Federal and External Affairs in NRC's Office of Congressional Affairs. Spiros and his wife now live in the Mill District. He has a keen interest in the revitalization of Biddeford's downtown where his grandfather once ran a shoe shine and repair shop on Main Street and later on Washington Street, where his father and three uncles started and operated the WonderBar Steakhouse from 1935 until 1982.

Matthew Dubois

Matthew Dubois, a Biddeford native, has both lived and worked in downtown Biddeford for the past 5 years. He currently works in property management and has worked for two companies redeveloping the mills in downtown Biddeford-Saco. Matthew brings this experience and insight to the table to help further develop our downtown into a vibrant place where people can live, work, and visit!

Victoria Foley

Victoria Foley is a Maine native, born in Portland. She attended the University of Kings College in Halifax, Nova Scotia, where she earned a degree in Journalism. After graduation, Victoria spent a number of years working as a public radio reporter and producer in Halifax, Toronto, and Aspen, Colorado. After hosting a morning radio show in the Portland market, Victoria moved into marketing. She currently serves as Director of Marketing for New England Cancer Specialists. In addition to work, Victoria spends time serving her community through volunteering with a variety of nonprofit organizations, including Heart of Biddeford, Girls on the Run - Maine, and Greater Portland Health. She served on the Biddeford City Council from June 2017 through October 2018, and is currently a candidate for State Representative in House District 12.

Susan Swanton

Recently retired from a 20-year tenure as Executive Director of the Maine Marine Trades Association (MMTA) Susan remains dedicated to the industry that she has been a part of for nearly 40 years. Having begun her career at Rumery's Boat Yard on Cleaves Street, she has operated small boatyards on Maine's southern coast, managed a major retail operation and worked in sales for a marine wholesaler. Her work at MMTA included creating the first Clean Marinas Program in the country to be housed in a trade association, creation of the Maine Marine Trades Apprenticeship Program and co-chairing a \$14.4 million US Dept. of Labor grant. Her work has been recognized by US EPA Region 1 (Environmental Merit Award), and the American Boat Builders and Repairers Association (Commitment to Training Award and the Dennis Snow President's Award). In addition to her work on the DDC she serves as Vice Chair of the Board of Trustees of The Landing School of Boatbuilding & Design and as a Director of The Ecology School at River Bend Farm.

LAND, PARKS, AND TRAILS FOR BIDDEFORD'S FUTURE

Open Space Conference

Thursday, May 6, 2010 - St. Francis Room, University of New England, Biddeford

4:30 - 5:00 PM - Registration

5:00 PM - 5:20 PM - Introduction and Welcome

Moderator - **Marcel Polak** - Maine Association of Conservation Commissions

Michael Morel - Lifelong Biddeford Resident; Chair, University of New England Board of Trustees

Mayor Joanne Twomey - City of Biddeford

5:20 - 6:15 - Saco River - Panel discussion with questions afterwards

Ezekiel Callanan - Maine River Guide
River Recreation - 15 mins.

Brian Phinney - City of Biddeford
Sustainable Hydro Power- 15 mins

Dr. Chris Feurt - Dept. of Environmental Studies, UNE - 15 mins.
Water Quality and the Preservation of Green Ecosystem Services

6:15 - 6:30 - Light Dinner

Video Presentation on Timber Point

6:30 - 7:30 - Green Spaces Protection - Panel discussion with questions afterwards

Steve Walker - Maine IF&W - Beginning with Habitat -10 mins

Mark Ward - Ecologist - 10 mins

Richard Rhames - Saco Valley Land Trust - 10 mins

Dr. Owen Grumbling - Wells Conservation Commission and Department of Environmental Studies, UNE - Town of Wells Land Bank

7:30 - 8:15 - Trails/Urban Parks - Panel discussion with questions afterwards

Dan Letellier - Biddeford Recreation Department - Vision for urban parks and trails - 10 mins

John Andrews - Eastern Trail - 10 mins

Alix Hopkins - Biddeford RiverWalk - 10 mins

8:30 - 8:35 Conference Synthesis

Ezekiel Callanan - Heart of Biddeford

8:30 - 8:45 **CALL TO ACTION** (establish a wiki and

Bill Durkin - Biddeford Open Space Committee

Denis Rioux - Biddeford Conservation Commission

Richard Rhames - Saco Valley Land Trust

8:45 Adjourn