



CITY OF BIDDEFORD

DOWNTOWN DEVELOPMENT COMMISSION

October 7, 2019

5:30p, Second Floor Conference Room

PRESENT: Brenner, Edwards, Phillips, Schlaver, Saliwanchik, Swanton

ABSENT: Clearwater, Foley

CITY STAFF: Owens

- I. Call to order, 5:30p
- II. Approval of September minutes
 - a. Moved: Swanton, Second: Phillips, Vote: Unanimous
- III. Reports
 - a. Encumbered Funds
 - i. FY17- Benches and tables
 1. Ordered 3 tables; Bench is moved (Riverwalk)
 - a. Plaque Ordered
 - b. Remainder funds for Public Works labor
 - c. 3 weeks out - balance will return to city general funds
 - ii. FY19 - \$2,269.01
 1. Potential Wifi Router- Axiom - costs are too high to fit into our budget
 - a. How can we get a higher level sponsor to fulfill needs
 - b. Building corner on York and Main streets
 - c. Potential group rate on WiFi
 - d. Potential smokestack which is total downtown WiFi coverage
 - e. Look at promotional materials to encourage WiFi
 - f. Schlaver will follow up with Edwards re: with sponsor costs and next steps
- IV. Downtown Action Plan
 - a. Downtown Banners Update
 - i. Applications for banners
 1. Review Draft Policy and Application
 2. Further guidelines will be developed after applications received as needed

3. Must be part of local downtown business community, activities that take place downtown, increase downtown vitality
 4. No offensive content, no business logos, content guidelines now more robust
 5. 36" long is a little short, but still pending with public works on allowable length
 6. Fee is \$250 (\$15/hour, flat fee for labor)
 - b. Approval of Banner application with addition of approved banner images (Schlaver will take up finishing touches, with Heart of Biddeford approval as well)
 - i. Moved: Edwards, Second: Phillips, Vote: Unanimous
- V. Public Art / Public Spaces Update
- a. Swanton and Saliwanchik met; reviewed policies submitted to Chief Operations Officer
 - b. COO presented to interdepartmental meeting; awaiting feedback
 - c. Schlaver will send to DDC once received, then will be passed onto Codes
- VI. Gateways: Formation of Subcommittee
- a. Schlaver and Favreau
 - b. Will work with Tansley to get updates on city projects
 - c. Potential: public support for certain traffic changes to benefit the downtown
 - d. Will bring more thorough update to next meeting
- VII. Parking Update
- a. Parking Postcard review
 - b. Will be distributed to all local business
 - c. Vote to approve printing costs up to \$400 after finalization with city policies and city staff (Schlaver)
 - i. Moved: Swanton, Second: Saliwanchik, Vote: Unanimous
- VIII. Upcoming Meeting Dates, remain first Mondays
- a. Nov. 4, 5:30p
- IX. Adjourn - 6:32p
- a. Moved: Swanton, Second: Phillips, Vote: Unanimous