

City of Biddeford
Downtown Development Commission
August 13, 2018 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
 - 2.1. Sgt. Steve Gorton, BPD
- 3. Approval of Minutes**
 - 3.1. July 9, 2018 Downtown Development Commission Meeting Minutes
[7-09-2018 DDC Meeting Minutes.doc](#)
- 4. Budget Report**
 - 4.1. FY17 Budget Encumbered Balance: approx. \$3050
Paid WiFi Event; New WiFi Signs

FY19 - \$2500 - effective July 1, 2018
- 5. Chairman Follow-ups/Updates**
 - 5.1. Downtown Construction Updates/Roadwork/Sidewalks/Crosswalk Planters
Empty Slot on DDC - recruitment
Clean Team Funding (Brad) - how much should be funded
How should FY17 Funds be used? (Original vote was to fund RiverWalk Overlook benches and tables)
- 6. Old Business**
 - 6.1. City Website - downtown sections/pages/RiverWalk page is out-dated
DDC Minutes from 1995-2016 are not on website
Business Retention Plan - Mat Eddy
Parking Management Plan/Parking Structure Update - Mat Eddy/Brad Favreau
Façade Improvement - Brad Favreau
Neighborhood Mapping Update
Vote on Hate Crimes Memo - Discussion
- 7. New Business**
 - 7.1. Sub-Committee Task Volunteers
Schlaver/Clearwater: Update on Subcommittee

August 14th - City Council Workshop - RiverWalk Master Plan Discussion - all invited
- 8. Next Meeting**
 - 8.1. September 10th

9. Adjourn

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

Commissioners Absent: Clearwater, Durkin, Schlaver

City Representative: Favreau

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I • Opening Remarks: Secretary Edwards

II • Vote to approve June 2018 Minutes

Discussion: Need to edit WiFi celebration typo (\$100 budget not \$500)
[Moved: Foley, Second: Dubois, Vote: Unanimous]

III • Reports

• Budget FY17

WiFi Celebration: \$98.54 (Swanton filed for reimbursement); signs were ~\$50
Current HotSpots covered for first 3 years by sponsors

• Budget FY18

Line at \$2500

• Downtown construction

Lincoln Mill has solid appraisal; now in financing stage

• Empty slot on DDC

Keep an eye out for anyone who may be interested; perhaps downtown worker
or business owner; Swanton will reach out to Chamber of Commerce for potential

• Clean Team Funding

Staff person with specific wages tied to downtown not funded in budget; Public
Works says it is not a priority; discussion of ways to advocate for reinstatement,
or other alternatives; discussion of potential cigarette butt disposal sites

IV • Old Business and City Business

• WiFi

Great celebration; good turnout and refreshments; all sponsors attended

• Business Retention

HoB has initial data for jumping off point; Favreau working on survey



- **Parking Management**

July 10 next workshop; City Manager refiguring financials for adjustment to move free 2-hour parking; at 30% design phase; formal proposal for garage and first reading of Parking Management Plan is on July 17 council agenda

- **Façade Improvement**

Funded by CDBG, around ~\$100,000 available for application, but requirements will be more stringent

Role of DDC: potentially develop a resource guide for the more complex aspects of the new application (Favreau and Waters will provide guidelines of allowable information)

RFP and Review Rubric – will be forwarded to DDC by Favreau

Grants: up to \$15,000 with one-to-one match

- **Neighborhood Mapping Plan**

Waters will coordinate with Schlaver and Clearwater for involvement

Meeting schedule for neighborhoods will be publicized

- **Hate Crimes Memo**

Discussion of draft, minor edits suggested and made to draft

Question of how to get signatories from local businesses and leaders- possible via email or only in person? Proper mechanism for final approval of memo?

- V • **New Business**

- **Subcommittees**

Discussion of formalization in August meeting

- **SHIFA Maine (Spurwink)**

To address council regarding new Mainers moving to Biddeford; offer resources

August 6 – recommendation for next meeting

- VII • **Meeting Adjourned (7:37p)**

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