

City of Biddeford
Downtown Development Commission
July 09, 2018 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
- 3. Approval of Minutes**
 - 3.1. June 4, 2018 Downtown Development Commission Meeting Minutes
[6-04-2018 DDC Meeting Minutes.doc](#)
- 4. Budget Report**
 - 4.1. FY17 Budget Encumbered Balance: \$3270.12
(Wi-Fi electric work - approx. \$700 paid)
(Wi-Fi signs - approx. \$70)
(Wi-Fi event - amount pending)
 - 4.2. FY19 - Submitted \$5000 budget request for DDC
City Council approved \$2500
- 5. Chairman Follow-ups/Updates**
 - 5.1. Downtown construction updates
Roadwork
Saco Island Update
 - 5.2. Open position on Commission - recruitment
 - 5.3. Clean Team funding (Brad)
- 6. Old Business**
 - 6.1. Wi-Fi Opening Event (Brad and Swanton)
Business Retention Plan (Mat)
Parking Management Plan Update (Mat and Brad)
Façade Improvement (Brad)
Neighborhood Mapping Update
Vote on Hate Crimes Memo
 - 6.2. Any Other Old Business
- 7. New Business**
 - 7.1. Sub-committee task volunteers
Schlaver and Clearwater update on sub-committee
- 8. Next Meeting**

8.1. August Meeting to be determined

9. Adjourn



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

Commissioners Absent: Durkin, Foley

City Representative: Favreau

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I • Opening Remarks: VP Schlaver

II • Vote to approve May 2018 Minutes

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

III • Reports

• Budget for WiFi opening

Vote re: WiFi – \$500 for opening celebration

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

265 Main street work has been done; working correctly

Coverage is Elm to Main

IV • Old Business and City Business

• WiFi

Harder from Washington to Pepperell Mill because of old copper connections
Favreau and Axiom still going to work on opportunities; GWI would need to do work, need to run cable from Building 18 to Portland Pie

Dubois – potential data above Banded Horn; Schlaver – potential for individual data runs to businesses in Mill (could approach Doug Sanford to invest in extension and DDC or city body could reimburse/co-fund)

• Façade Improvement

Façade improvement goes before council 6/5/18; if passes will need 30 days to go into effect, will start advertising of program ASAP.

Role of DDC: project consultation for first round application review, make recommendations to Historic Preservation review; then Lynda (HUD), Eddy and Favreau (Econ Dev) would review for funding

Review Rubric – will be forwarded to DDC by Favreau

Potential extra meetings: hear applications each DDC meeting; if application comes in after the regular DDC meeting (first Tuesday of every month), a special meeting will be held on the 15th of the month to review and vote (will discuss further July meeting)

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

Review will go into each regularly scheduled DDC agenda



- **Neighborhood Mapping Plan** (L. Waters; Favreau, Schlaver) – met together, name and map neighborhoods based on revitalization (reference: Bacon Street); DDC asked to serve as consultative body as the plan right now focuses on downtown core; also emphasized belonging and identity aspects of neighborhoods

Subcommittee: will meet before next DDC meeting, present concepts or ideas to neighborhood development that are tied to holistic vision of downtown development, and report to DDC. (Subcommittee members: Schlaver and Clearwater)

Motion to table until July DDC: Business Retention and Expansion Program
[Moved: Edwards, Second: Swanton, Vote: Unanimous]

- **Budget**

FY18 – \$70 for new Wifi signs

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

FY19 – Favreau will check on clean team funding in public works

Current line still recommending \$2,500 for DDC

- V • **New Business**

- **WiFi Hotspot Celebration: June 15 (rain day: June 22), 11a-12p**

Lead: Swanton; Droggitis will assist; Edwards attend

Room booked

Easy refreshments: juice, iced tea, Reilly's baked goods

Favreau will double check on press release; invitations sent

- **Hate Crimes Discussion**

No communication to councillors/mayor from police to report April crime

Need to make sure that city is not perceived to stand by in silence

Need for increased city social media presence for communication of good and bad

Potential DDC recommendations to city: Letter to voice support of AG charges, support

and invite to speak BHS Civil Rights Team – Edwards will email teacher in charge, and

encourage Mayor to communicate anti-hate crime message to city staff and officials,

offer sensitivity training to department heads to prevent bias/report crimes of this nature

Edwards will draft letter to mayor with recommendations

For next meeting: Open slot on DDC – perhaps drive for representation of new Biddefordians/Mainers

July 9 – recommendation for next meeting

- VII • **Meeting Adjourned (7:39p)**

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