

City of Biddeford
Downtown Development Commission
May 01, 2017 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
 - 2.1. Mark Ouellette - Axiom
- 3. Approval of Minutes**
 - 3.1. April 3, 2017 Downtown Development Commission Minutes
[4-03-2017 DDC Meeting Minutes.doc](#)
- 4. Budget Report**
 - 4.1. FY17 Budget Balance - \$4,103.50
FY8 Proposed Budget Status
- 5. Chairman Follow-ups/Updates**
 - 5.1. Guest Presentation: Biddeford WiFi Hot Spot - Mark Ouellette
- 6. Old Business**
 - 6.1. City Staff Update - Brad Favreau, Economic Development Coordinator
Planting Designs and Downtown Improvement District
- 7. New Business**
 - 7.1. Commissioner's Initiatives and Sub-Committees
Updates/Reports/Other Topics
- 8. Next Meeting**
 - 8.1. June 5, 2017
- 9. Adjourn**



Commissioners Present: Durkin, Droggitis, Edwards, Eon, Kelliher, Nielson, Shlaver

Commissioners Absent: Dubois, Foley

City Representative Favreau

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I • Presentation from Jim Bennett, City Manager: Re: Downtown Improvement District

Research presented to City Council, proposal for Biddeford based on Portland and Bangor DIDs. Proposed DID functions as 501c(4) with an independent board, consisting of ~9 members, 2 of which are from the city (1 elected, 1 staff).

The tasks and budget of the DID includes:

- 1) Cleaning/Snow Removal Downtown – 20hr of FT public works employee dedicated to downtown plus 1700PT hours) = ~52K
- 2) Promotion – advertisements, etc = ~10K
- 3) Events/Activities – River Fest, etc. = ~15K
- 4) Beautification/Investment – for MSRD 1 and 3 = ~27K

Funding of DID based on mil rate for property owners in downtown (see handout).

Questions going forward: Approval by City Council not guaranteed; constitution of independent board; transition from DDC to DID; role of Heart of Biddeford (HoB) and city/city council

II • Roll Call, New Member Introductions

III • Motion to Accept Minutes for January and March: Accepted

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

IV • Motions to Nominate DDC Positions: Approved

Secretary: Edwards

[Moved: Eon, Second: Kelliher, Vote: Unanimous]

Vice-Chair: Schlaver

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

Chair: Durkin

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

V • Chairperson's Remarks (Durkin)

- **Budget Discussion**

FY17 Budget balance estimated at \$4103.50, will be presented formally in May

- **Commission reduced to 9 members**

Now at full capacity, Quorum at 6 members

- **Possibility for Trainings for DDC members**

Emailed out historic downtown training; DDC will cover cost of attendance

VI • Reports and Other Business

HOB Meeting – Droggitis attended; discussion of flower boxes/downtown beautification

- Potentially too much crossover with too many actors; needs coordination and business involvement for one “look” and cohesive design
- Perhaps some money for brackets for plant hangers, but would also need special watering machine
- Grates on most trees, 10-12 beds by trees remain that will be phased out
- Eon will reach out to HoB and figure out what they envision and how DDC can coordinate; Schlaver may be possible consult for design/appearance

Public Wifi – DDC sponsoring hotspot potentially

- Two proposals, around \$3500-4000, options for sponsorships on splash pages
- Open to anyone on DDC to pursue more intensely

City Staff Report, Brad –

- Comprehensive Plan Committee (Greg) is finishing up the plan, the Review Committee will get a full copy by May when it will be open for public comment (Guiding question: What city do we want to be?)
- Façade Improvement will open as matching grant up to 15K per applicant, with a total of 50K toward façade improvements (through economic development), open next week
- Sidewalk/Construction update for summer – Lincoln to Pearl/Elm Sts.
- HoB Great Space Showcase – will be open for 2 weeks with brokers available and public art in storefronts

Downtown Conference, Durkin –

- Remains a goal based on Open Space conference model

UNE Relationship with Downtown, Student Connor Bradshaw –

- Students look for balance of sustainability (reducing carbon/travel) and fun opportunities for all ages
- Need to entice those of drinking age as well as all ages
- Perhaps fostering Maine/Biddeford more as a “sense of place” with its unique opportunities (mentioned Dirigo and City Theater)

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- Potential coordination with Office of Student Life for promotion of business discounts for UNE students; tours of businesses (like Hyperlite); UNE specific events
- Kelliher volunteered to think about stickers for business windows; Edwards volunteered to reach out to campus
- Connor can liaison with Orientation office for promotion

VII • Meeting Adjourned (7:02p)

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