

City of Biddeford
Downtown Development Commission
March 05, 2018 6:30 PM City Hall
Conference Room 2nd Floor

- 1. Roll Call**
- 2. Welcome Guests**
 - 2.1. Welcome: New Commissioner Susan Swanton
- 3. Nominations**
 - 3.1. Chair / Vice Chair / Secretary
- 4. Approval of Minutes**
 - 4.1. February 5, 2018 DDC Meeting Minutes
[2-05-2018 DDC Meeting Minutes.doc](#)
- 5. Budget Report**
 - 5.1. FY18 Budget - Encumbered Balance: \$4015.38
 - 5.2. FY19 - Submitted \$5000 request for DDC
Finalize draft letter to City Council supporting a Downtown budget
[3-05-2018 DDC FY 2019 BUDGET PROPOSAL.doc](#)
- 6. Chairman Follow-ups/Updates**
 - 6.1. Current Commissioners - updated
Main Street Improvement: Adams Street to Elm Street - RFP out & to be awarded March 6th
Main/Adams/Lincoln Streets Intersection Design - Public Meeting was February 8th
Lincoln Mill Wall Rehab - bids were due February 27th
Parking Management System - RFP out and due March 14th
[3-05-2018 DDC Commissioner Status Feb 2018.doc](#)
- 7. Old Business**
 - 7.1. City Update: Brad Favreau
WiFi - Brad Favreau
- 8. New Business**
 - 8.1. Parking - Public Advocacy Role
 - 8.2. Creation of Sub-Committees (re: Downtown Goals)
Parking & Transportation/Main Street Construction/RiverWalk
Business Retention & Expansion/Cleaning & Beautification
[3-05-2018 DDC Mission Ordinance.doc](#)
 - 8.3. Gateways and Signage
- 9. Next Meeting**

9.1. April 2, 2018

10. Adjourn



Commissioners Present: Clearwater (non-voting), Dubois, Durkin, Edwards, Foley, Nielson [QUORUM]

Commissioners Absent: Droggitis, Schlaver

City Representative: Eddy, Favreau

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I • Welcome New Commissionaer and Guests: Matthew Eddy (City Economic Development Director)

II• New Officers via email: Durkin will initiate to include all commissioners

III • Vote to approve December 2017 Minutes
[Moved: Foley, Second: Edwards, Vote: Unanimous]

IV • Reports

• Budget

\$4015.38 remaining from FY17

Hold on for a couple months to see if Laconia Plaza tables will work out.

FY19

Clean Team and Flower budget line items

DDC budget line discussion: make sure downtown is cared for in budget

Continue to edit Google Doc budget advocacy memorfor submission to Council in March

Vote to approve \$5,000 recommendation to city budget

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

• Main Street Planning

Intersections discussion

Review Dubois memo re: Main and Alfred/Lincoln

2/8 meeting, 5pm City Engineer for review of Lincoln Street Improvement Project

Dubois will attend; revise memo as necessary; email to DDC for approval

Will then send to City of Biddeford Engineering

V • Old Business and City Business

• Winterfest

Earned more than \$600 (40 tickets sold) for Adult Sledding.



- **WiFi**

Favreau update: 265 Main Street agrees (David Flood), but there are logistical issues (electricity to roof, which will cost), and fiber connection runs to first floor; connection needs to be run to roof. Potential use of budget money

Jim Plomonden: EIC member is electrician, will offer estimate to Favreau; he will email to DDC to approve

180 Main Street: also Flood building; potential to bounce signal from City Hall down to that location.

- **Parking**

Eddy update: 2/6 – presentation of parking management program; potential support from DDC; spreadsheet posted online in city council packet – DDC will review all materials and decide contribution of policy memo

The Management Program explains the usage, hours, kiosks, etc.; just for downtown core at the moment; operate for 2 years, and then full evaluation of success, and make changes as necessary

- **Business Retention and Expansion**

Eddy update: Utilize 'intake' type of instrument to meet with businesses (universal) with aim of general business retention and needs assessment. DDC role in helping to interview business leaders and bring information back (in cooperation with HoB, Chamber, and City Economic Development).

Proposal will be offered in March for summer surveys, by end of summer can consolidate information and see trends, gaps, needs, etc. (Business parks: Dodge, Alfred Rd, Biddeford, Airport). Existing info: 2014 Main Street inventory; update parks annually; Mill District grown, but new for survey.

- **Potential subcommittees**

Business Retention; Parking and Transportation; Cleaning and Beautification; Gateways and Signage – pending further discussion

VI • **Meeting Adjourned (8:02p)**

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

DDC PROPOSED FY 2019 BUDGET

PROJECTS	AMOUNT
DOWNTOWN CAPITAL EXPENDITURES GATEWAY PLANNING DESIGNS WIFI SUPPORT STREET GRAPHICS BENCHES (as needed)	\$ 2500.
BUSINESS RETENTION AND EXPANSION PROGRAM SMALL STUDIES AND OUTREACH	\$ 1000.
PUBLIC RELATIONS MARKETING / ADVERTISING TRAINING SEMINARS /WORKSHOPS	\$ 1000.
PUBLIC ART SUPPORT	\$500.
TOTAL FY19 REQUEST	\$5000.

DOWNTOWN DEVELOPMENT COMMISSION

The commission shall consist of nine (9) members, all serving a 3-year term. The commission shall hold a meeting at the beginning of each fiscal year for the purpose of electing a chairperson.

NAME / ADDRESS PHONE # EXP. DATE

DURKIN, BILL, Chair P.O. BOX 117, BIDD POOL 283-0925 682 POOL STREET	12/2018
DROGGITIS, SPIROS (240) 479-1964 2 MAIN ST, SUITE 35-201	12/2018
SCHLAVER, JULIAN (917) 301-2160 34 UNION STREET	12/2020
DUBOIS, MATTHEW 423-0758 2 MAIN ST, APT. 18-404	12/2018
FOLEY, VICTORIA 409-5115 26 MASON STREET	12/2019
NIELSON, LUKE 710-4880 13-B BEACON AVENUE	12/2019
EDWARDS, STEPHANIE (503) 830-0505 5 LAURIER STREET	12/2019
CLEARWATER, AMY 632-9173 136 ALFRED STREET	12/2020
SWANTON, SUSAN 281-2453 110 OLD POOL ROAD	12/2020

It shall be the function of the Downtown Development Commission to:

- 1) Encourage and promote the expansion and development of existing commercial firms downtown and to promote and encourage the location of new commercial firms downtown.
- 2) Through the Economic Development Office, establish and maintain files of data and information of interest and assistance for downtown publicity and marketing.
- 3) Review downtown ordinances and recommend revisions to the Policy Committee.
- 4) Serve as coordinator for such boards, merchant groups, commissions and City departments as shall be established from time to time to study matters relating to downtown parking, traffic circulation, historic districts, land use, public utilities, landscape, streetscape and a downtown comprehensive plan; hold downtown promotions and events; and promote and implement downtown beautification and cleanup projects.
- 5) Work with the Economic Development Office to gather, correlate and preserve records, statistics, surveys and other data relating to downtown land classifications and uses, buildings, commercial firms, labor, and such matters that will enable it to carry out its functions and purposes.
- 6) Perform such other functions as may be required or delegated by the Mayor and City Council.