

City of Biddeford
Downtown Development Commission
February 23, 2023 5:30 PM City Hall
Conference Room 2nd Floor & Zoom
<https://biddeford.zoom.us/j/94228614175?pwd=Vk1KVHJqZ252Z0xvM3cra0cvblNmZz09>
Webinar ID #942 2861 4175 Passcode 822648

Status: Downtown Development Committee-Thursday, February 23, 2023 5:30PM, Second Floor Conference Room & Zoom

1. Roll Call

2. Approval of Minutes

- 2.1. Approval of Meeting Minutes from 1-18-23
[Downtown Development Commission 1-18-23.pdf](#)

3. Old Business

3.1. Farmer's Market

*Create and refine possible vendor list

*Approve Vendor

Survey/Agreement:

<https://citizenlabco.typeform.com/to/pPHQ3ukY>

*Discussion of proportion of food to crafts

*Discussion of promotional items-Not to exceed \$1,000

Possible Items:

Pole banner/flag

sandwich board signs

Tote bags

Other

* Discussion of advertising media

Biddeford Beat

Our Biddeford Website

Social Media-Facebook & Instagram

HOB Newsletter

McArthur Library

Chamber of Commerce

Nearby property managers-Lincoln Mill, River Dam, Pepperell Mill, Lofts at Saco Falls, Mill

at Saco Falls,

BHA

[Draft Farmer's Market Customer Survey.docx](#)

[2023 Public Markets - Final.pdf](#)

[Draft Vendor Contact List.pdf](#)

3.2. Farmer's Market-Action Needed

*Develop by-laws based on existing Public Market Ordinance and best practices

*Call each possible vendor. Get commitment from vendors (seasonal or day commitments?)

*Send Vendor Survey/Agreement

*Design layout of city hall parking lot based on number of vendors committed

*Other?

4. **New Business**
5. **Upcoming Meeting Schedule**
6. **Adjourn**