

*City of Biddeford*  
**Shellfish Conservation Committee**  
**January 17, 2024 6:30 PM Biddeford Pool Fire Department**  
**2nd Floor Conference Room**

**Status:**

- 1. Roll Call**
- 2. Adjustments to Agenda**
- 3. Approval of Minutes**
  - 3.1. Approval of Minutes 11-15-23  
[Joint Harbor Shellfish Meeting Minutes 11-15-2023](#)
  - 3.2. Approval of Minutes 12-20-23  
[Joint Harbor Shellfish Meeting Minutes 12-20-2023](#)
- 4. Presentation**
  - 4.1. Harbor Master Summary
- 5. Old Business**
  - 5.1. Shellfish Management Plan 2024  
[Shellfish Management Plan - 2024](#)
  - 5.2. Emergency Response Points - Information roll-out to City Council
  - 5.3. Mooring Applications - general discussion of available automated software
  - 5.4. Budget Workshop
- 6. New Business**
- 7. Other Business**
- 8. Adjourn**

## Joint Harbor and Shellfish Meeting – Minutes

Date: Wednesday, December 20, 2023

Location: Biddeford Pool Firehouse

Time: 6:30 PM

Attendees: Randy Demarais, Jim Lupian, Tom Milligan, Rob Simmons, Bill Stepchew, John Schafer

### **1. Harbor Master Summary**

The purpose of this discussion is to provide Commission members with a summary of events that required the attention of our Harbor Masters during the period between scheduled Commission meetings. This summary is not all inclusive. Rather, it provides us with a sampling of the range of issues our Harbor Masters deal with.

- **Deputy Harbor Master training** – On-going every month.
- **New dock permits** – Discussions continued with Sean Brown, developer of the property at 355 Pool Road, regarding docks and the possibility of a marina.
- **Trash bags** – Our Deputy Harbor Master has retrieved numerous trash bags from the Saco River while onboard the West Wind. In an attempt to determine their origin, Randy has taken bags home and gone through their contents, while wearing gloves, but has not been able to identify the owners. Randy suspects these bags originated from the homeless population in Mechanics Park.
- **Post storm inspection** – After the severe December storm, both Harbor Masters did a shoreline inspection, reporting any washed-out areas to Public Works.

### **2. Marshall Alexander Recognition Plaque**

This project has been completed with the help of many individuals from the City and the Commission. Recognition of Marshall's service to the City and the maritime community continues to grow organically. And most recently, a photo of the monument was posted on the City website.

### **3. Emergency Response Points** – Rob Simmons presented an overview of our ERP system, to include sample signage that will be posted at every response point. Special thanks to **Jeff Demers** for making the sample in record time.

4. **Mooring Application Fee** – The \$180 mooring application fee passed its second reading at City Council on December 19<sup>th</sup>. The new fee will become active on January 19<sup>th</sup>, 30 days after the second reading.
5. **Budget Workshop** – A budget workshop will be scheduled in January. Some line items to be considered are ERP signage with installation costs and mooring application software.
6. **Shellfish Management Plan, 2024** – The DMR requires each municipality to submit a Shellfish Management Plan. Peter Bouthillier will be submitting the plan with the assistance of Bill Stepchew, Paul Lariviere and John Schafer.
7. **New Business and Questions** – None.
8. **Next Meeting**  
Date: Wednesday, January 20, 2024  
Location: Biddeford Pool Firehouse  
Time: 6:30 PM

## Shellfish Management Plan for Biddeford Pool - 2024

The City of Biddeford submits the following information as required by DMR Regulations Chapter 7.20, which states that the Shellfish Management Plan shall consist of:

- A. A written statement of goals and objectives that Biddeford plans to achieve as a result of its conservation program.
- B. A description of the various conservation measures that Biddeford intends to employ to reach those goals.

### **Biddeford's Shellfish Management Plan**

#### **Goals:**

- To ensure and improve the water quality of Biddeford Pool and its tributaries.
- To preserve Biddeford's strong shellfish economy, supporting the 10 commercial licenses and the additional 250 plus recreational licenses given out annually.

**Objectives:** A comprehensive **Plan** will be developed to guide protection activities and provide action strategies for the protection of Biddeford Pool and its tributaries. The **Plan** will establish the framework and provide individual guidance so that the City of Biddeford, Biddeford's Shellfish Commission, Federal and State agencies, and other stakeholder groups can work together across municipal and political boundaries toward the common goal of watershed protection.

#### **Actions to Accomplish Goals and Objectives**

- Biddeford's Shellfish Commission will engage State and Federal governing agencies as well as key watershed stakeholder groups, to review all previously completed work and data pertaining to water quality in Biddeford Pool and its tributaries.
- Agencies and stakeholders to be included are:
  - Maine Department of Environmental Protection
  - US Environmental Protection Agency

York County Soil & Water Conservation District  
Maine Department of Marine Resources  
University of New England

- Biddeford's Shellfish Commission will establish a framework for the **Partnership** with the above agencies and stakeholders, starting with a Workshop where previous efforts and existing data can be shared and analyzed by all.
- A comprehensive **Plan** for monitoring and improving the water quality of Biddeford Pool and its tributaries will be developed and executed by the above-mentioned members of the **Partnership**.
- Specific actions required by the **Plan** will be detailed to include WHO will do the work, WHEN the work will be accomplished and HOW will the work be evaluated to ensure that the **Plan** is effective and accomplishing goals and objectives.
- Biddeford's Shellfish Commission will review and update Biddeford's Shellfish Ordinances to ensure that all sustainable improvement efforts defined in the **Plan** will be on-going, continuously improving the quality of water in Biddeford Pool and its tributaries in future years.