



# CITY OF BIDDEFORD

## Planning and Development Department

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**HPC MEETING**  
**August 13, 2025**  
**Meeting Minutes**  
**4:00**

**Staff Members in attendance: Brad Favreau**

**Meeting brought to order 4:00 PM**

**Quorum/Voting Members in attendance: Leah Schaffer, (Chair), Erin Ware (Vice Chair), Julie Larry**

**Chair called to order at 4:02 PM**

- 1. Adjustments to the Agenda**
- 2. Approval of Meeting Minutes-Approval of Meeting Minutes from July 9, 2025**

**MOTIONS: 4: 00PM**

**Motion-Larry -Motion to approve Meeting Minutes as presented**

**Second-Ware**

**Vote-Unanimous**

- 3. New Business**

**3.a. 2025.22 HPC Review for SarahBeth Libby to replace ten select windows at the rear of 65 High Street, Tax Map 39, Lot 238 in the MSRD-2 Zone.**

- Sarabeth Libby represented application**
- Looking to replace 10 windows in the house.**
- Working with Window World**
- A couple of the windows are custom sizes therefore must be changed to regular size.**
- Looking to decrease costs of heating/air conditioning.**
- Second Floor windows are being replaced, they are single pane windows**
- There was a discussion regarding the front windows.**
- The Board prefers the applicant install all front windows the same.**

**MOTIONS**

**Motion-Larry-Motion to approve Certificate of Appropriateness for SarahBeth Libby to replace ten select windows at 65 High Street, based on materials and assertions submitted, and conditioned on the following: that all permits must be obtained from Code Enforcement prior to beginning any work.**

**Second-Ware**

**Vote-Motion passed unanimously**

- 4. Discussion**

**4.a. 2025 CLG Grant**

- Favreau discussed the upcoming CLG Grant**

- The Commission discussed different projects for the Grant.

**4.b. River Jam-Need Volunteers for Tabling/Outreach**

- Favreau showed what the Commission has to show and hand out for River Jam

**5. Adjourn 5:29 PM**

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**Chair: Historic Preservation Commission**

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**Date**

**These minutes are summary and are not to be verbatim. Archived meetings are viewable on the City's website: [www.biddefordmaine.org](http://www.biddefordmaine.org).**