

City of Biddeford Public Art Commission
Meeting Minutes · October 9, 2025

In attendance:

- Jessica Muise, Chair
- Commission: Coco Corral, Rebecca Cote, Braden Drypolcher, and Kim Largey
- Staff Liaison: Erika Dube, Deputy Recreation Director

Absent: Councilor Dylan Doughty

Two Commission Vacancies: Student Liaison and one Commission seat

Meeting Called to Order: 5:13PM (delayed due to technical difficulties)

Approval of August 2025 Minutes:

- Motion to Approve: Coco Corral
- Seconded: Kim Largey
- Discussion: none
- Vote: Unanimously approved

Discussion Items

Master Plan Sub-Committee Report: the sub-committee consisting of Brayden Drypolcher, Jessica Muise, and Erika Dube met twice to draft the Public Art Commission Master Plan. Reference documents to create the draft include the Biddeford Cultural Plan from 2021 and identifying best practices from existing regional municipal public art commission policies. The Master Plan includes information on the Public Art Commission’s Vision, Goals, Procedures for Commissioning Art, Community Artworks Guidelines, Criteria and Eligibility, etc. Draft documents have been shared with the committee for review and feedback.

Homework for the Commission for the November meeting to complete the draft includes:

- Review the following sections:
 - Introductory Vision Statement
 - Selections and Criteria section – identifying criteria for artistic proficiency, clarifying file formats for submissions, determining if a scoring rubric is needed and should be included as a way to complement the “feelings” used during project selection.
 - Guiding principles
- Establish a name/term for Biddeford Community Artwork.

- Propose revisions by the November 13th meeting date.

Discussion of Next Steps following completion of Master Plan Draft:

- In regards to Art Equity, the Commission discussed potentially engaging with the DEI Committee.
- Submit to the Policy Committee for review and approval.
- Communications and Transparency: The public will have the opportunity to provide feedback during the Policy Committee meeting. Following this initial meeting, the Public Art Commission will determine if additional opportunities for public engagement will be needed. Examples discussed include posting the draft on city social media channels and website, and soliciting for public comment.
- Following Approval from Policy Committee, submit to Council for adoption.

Commission Goals 2025-2026: The attending Commission members discussed and identified four goals to achieve between now and June 2026.

Goal 1: Complete the Public Art Commission Master Plan and move through all required stages to adopt.

Goal 2: Establish a budget for the Public Art Commission and identify funding sources.

Goal 3: Fill all Commission seats.

Goal 4: Define the Public Outreach Strategy for the Art Commission. Examples discussed include:

- Commission a Community Artwork as part of the Juneteenth celebration in collaboration with the DEI committee to support/bolster existing community work.
- Run a training on Public Art and how to bring it to your space – possibly in partnership with the Chamber of Commerce.
- Utilizing resources at the Maine Arts Commission to connect Maine Public Arts to funding.

Voting for Goals was as follows:

- Motion to Approve: Coco Corral
- Seconded: Kim Largey
- Discussion: formalize verbiage for Goal 4. Other options included “what is our go-to annually?”; “what is our annual platform?”; and “what is our annual committee outreach?”. During discussion, the Commission selected the goal as noted above.
- Motion by Coco Corral to approve goals with Goal 4 amended to read “Define the Public Outreach Strategy for the Art Commission”.
- Vote: Unanimously approved with Goal 4 as amended.

Other Business: The commission reviewed the city email policy for volunteer commission members and procedures to establish their city-issued email accounts.

The Commission also discussed moving the monthly meeting location to the J. Richard Martin Community Center, starting in November to better align with business operating hours of the building and accessing tech set-up easily for the virtual meeting component.

Next Meeting: Thursday, November 13, 2025 at 5:00PM. Updated Location: Room 2, J. Richard Martin Community Center – 189 Alfred Street

Meeting Adjourned: 6:34PM

- Motion to Adjourn: Rebecca Cote
- Seconded: Coco Corral
- Discussion: none
- Vote: Unanimously approved