

**City of Biddeford Public Art Commission**  
**Meeting Minutes · November 13, 2025**

**In attendance:**

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

Two Commission Vacancies: Student Liaison and one Commission seat

**Meeting Called to Order:** 5:11PM (Zoom meeting started at 5:21PM due to technical difficulties)

**Approval of October 2025 Meeting Minutes:**

- Motion to Approve: Coco Corral
- Seconded: Councilor Doughty
- Discussion: none
- Vote: Unanimously approved

**Discussion Items**

**Master Plan Sub-Committee Report:** Draft documents were shared with the committee for review, and feedback was submitted directly within the working draft document (included with December Meeting Packet). Jessica Muise has also contacted Councilor Belanger to request next steps for submitting the MP for approval and adoption.

*Remaining areas to finalize within the Master Plan Draft:*

- In regards to temporary art: determine streams of funding support, determine ways to provide more community engagement with temporary art, define the term and limits of “temporary”, and identify a maximum number of temporary projects per year (with the understanding that this will also be determined in the annual commission priorities report presented to Council).
- Highlighted areas of the MP Draft, for example finalizing submission criteria for file formats, etc.

*Homework for the Commission for the December meeting to complete the draft includes:*

- Prepare to discuss final version at December meeting.

**Commission Goals 2025-2026:** The Commission discussed action items as related to the four Goals that were identified at the October meeting.

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

*Discussion:*

- See MP Sub-Committee Report

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

*Discussion:*

- Councilor Doughty shared the budget report. It is understood that the Council approved \$1,250.00 in the FY26 Planning and Economic Development Department budget. Additionally, he shared the process to submit a proposal for funding, with FY27 budgetary reviews beginning in January 2026.
- The group discussed identifying a clear vision for a budget proposal, bringing examples from other municipalities, and cost projections for like-projects.
- The group also discussed creating a Council Brief on funding mechanisms, which would highlight the Percent for Art policy outlined in the Master Plan, and identify other dedicated funding sources for projects, etc.
- It was discussed that the December meeting should include a funding discussion, with a potential for a sub-committee to complete work between meetings.

Goal 3: Fill all Commission seats.

*Discussion on avenues to promote the current Commission vacancies:*

- COT/BHS College & Career Fair on 11/14/25 at the Biddeford Recreation Table
- Post in City Newsletter, The Biddeford Beat
- Create a flyer to display locally promoting the vacancies. Erika Dube offered to draft the flyer, with Rebecca Cote providing photos from the Hill Street Mural Project in 2018 (the flyer was submitted to commission members on Monday, November 24<sup>th</sup> and will be included in the December Meeting Packet).

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

*Discussion:*

- The group discussed infusing the work of the Public Arts Commission into existing municipal projects and playing a role as conduits to other departments and commissions. For example:

- Traffic Calming Interventions – this could be a way to partner with the Traffic Committee and work with DPW on projects such as painted crosswalks. Islandic examples were discussed.
- Artistic Wayfinding Signage for trails and municipal parks.
- Merc building project.
- Wheat paste murals.

Combining discussions from Goal 2 and Goal 4, the commission determined to organize a running reference document to organize and brainstorm ideas for Public Art and budget requests. (Current draft is included with December Meeting Packet).

**Other Business:** Erika Dube will confirm the city has received the requests to issue city email addresses for commission members.

**Next Meeting:** Thursday, December 11, 2025 at 5:00PM. Location: Room 2, J. Richard Martin Community Center – 189 Alfred Street

**Meeting Adjourned:** 6:29PM

- Motion to Adjourn: Councilor Doughty
- Seconded: Coco Corral
- Discussion: none
- Vote: Unanimously approved