



City of Biddeford
Policy Committee
Meeting Minutes
October 27, 2025

City Hall Council Chambers & Zoom

Meeting called to order at 6:07 p.m.

1. Roll Call

Chairperson Norman Belanger	<u>P</u>
Councilor Roger Beaupre	<u>P</u>
Councilor Liam LaFountain	<u>P</u>
Member Jake Pierson	<u>P</u>
Member Marie Potvin	<u>P</u>

2. Pledge of Allegiance

Those in attendance observed the Pledge of Allegiance

3. Adjustment(s) to the Agenda

None

4. Approval of Minutes

No minutes available

5. Discussion/Review

- a. Review / Amend Code of Ordinances, Part II, Chapter 2 – Administration, Sec 2-3 Code of Ethics

Chairperson Belanger opened the item for discussion.

Member Potvin commented that under Sec. 2-4(b) *Purpose*, the word "Commission" spelled with a zero rather than the letter "o". Additionally, the word "Censure" in Sec. 2-4(c) *Procedure*, should not be capitalized. These will be handled as scribe errors.

Chairperson Belanger asked what committee members think about having something short of censure and whether they're comfortable with the definition that it "runs counter to the group's acceptable standards for individual behavior".

Member Potvin commented that she believes there should be some process for censure but pointed out that committee members should sign and acknowledge the code of ethics so should be mindful of the requirements.

Chairperson Belanger commented that he is concerned with the general language as well. In the previous example the phrase “included but not limited to” is too vague and open to interpretation.

Member Pierson referred to Sec. 2-4(b) *Purpose*, indicating that the third sentence specified the grounds for censure. He believes this wording should be part of the definition.

Councilor Beaupre agreed that a letter of reprimand or warning is an appropriate option and would come from the Committee.

Member Pierson commented that he believes the “violation” section should be placed before the section on “censure”.

Chairperson Belanger followed up with a summary of the process as he envisions it and as generally discussed by the committee members. It starts with a conversation between the chair and member and if there is no improvement, a conversation at the committee level as to the need for a letter of reprimand or moving the item to the City Council depending upon the severity of the issue.

Councilor LaFountain voiced concern and asked for clarification on the process for placing items on the agenda. Is the intent to create a new pathway specific to the censure process or to follow the existing process involving the mayor, council president, or at least two councilors.

The Committee reviewed the process of rewriting the draft ordinance incorporating the various suggested changes. The Committee acknowledged the deadline of November 18th. In order to meet the deadline, the Committee requested scheduling a special Policy Committee meeting on November 10th.

b. Updates

Condominium Conversion Ordinance - COO Phinney referenced the memo from City Planner Galbraith on the status of the ordinance review. The memo states that there have been several priority projects in the department’s queue. Due to available resources the department has not been able to complete its work on this item. The department will strive to have a final draft available for the Committee’s review at the December meeting.

Solar Ordinance – COO Phinney indicated that the review is waiting on the economic analysis. The analysis will involve input from the Planning Department and Assessing Department. The field lister position has been filled. The employee will attend the November orientation. Based on capacity within both departments it is unlikely the economic assessment will be available before first of the new year.

Clifford Park Conservation Easement – COO Phinney reported that contact has been made with Maine Coast Heritage Trust (MCHT). They are interested in considering the conservation easement; however, it is reported that there is a process involving MCHT Board review. The review entails a conceptual review and consensus to move forward with discussions toward developing easement language for consideration. The MCHT Board is meeting concurrently with this committee’s meeting. It is anticipated that the MCHT Board’s consensus decision will be reported at the December meeting. The staff discussion was encouraging. MCHT staff did indicate that there is typically a request for a one-time payment to establish an endowment. Although the exact dollar amount was not specified, it was characterized as “reasonable”.

Chairperson Belanger asked for input on any other business.

Councilor Beaupre brought forward a proposal to make the ad hoc Veterans Committee a permanent committee. The ad hoc Veterans Committee status ends at the end of this year. Chairperson Belanger noted that the Committee does not have unilateral power to make the ad hoc Veterans Committee permanent. He suggested requesting the Council grant an extension of the ad hoc Veterans Committee status for six months and request the Council direct the Policy Committee to prepare draft language for consideration. After discussion Councilor Beaupre asked that the item be placed on the November 6th agenda. Councilor LaFountain supported the request as the second councilor under the Rules of the Council.

Member Pierson requested that the next agenda include a discussion on the committee review process to discuss next steps and to determine which board/committee/commission should be reviewed to ensure the review continues.

Motion to adjourn.

Motion by: Councilor Beaupre

Seconded by: Member Potvin

Vote: Unanimous in favor of the motion

Meeting adjourned at 7:14 PM