



City of Biddeford
Veterans Committee
March 23, 2026 at 4:30 PM
City Hall Council Chambers & Teams

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1. Roll Call
2. Pledge of Allegiance
3. Approval of Past Meeting Minutes
 - 3.a Review/ Approve minutes from 27 October 2025 Veterans Committee Meeting
4. Old Business
 - 4.a Biddeford Veterans Committee- status, structure, purpose, and recommendation
5. New Business
 - 5.a Review Proposed Ordinance Language regarding Veterans Committee
6. Discussion/Review
7. Adjourn

City of Biddeford
Veterans Committee Meeting Minutes
October 27, 2025 at 4:30p.m.
City Hall Council Chambers

1. Meeting called to order at 1630 hours (4:30pm)
 - Members present: Roger Beaupre (chair), Eric Gates (vice chair), Jen Fullmer, Fred Oliver, Quang Mihn Le, Kevin Locke, Jake Hammer (city representative)
 - Members absent: Ben Neveux
2. Pledge of Allegiance recited.
3. Motion and second to approved meeting minutes from 22 September 2025 meeting.
Vote: All in favor, motion passed.
4. Old Business
 - **Veterans Day**
 - Discussed the parade route due to construction
 - Starting on Water Street at Mechanics Park, quick stop on the bridge for the unveiling of the new General Nutting sign, up York Hill, down Saco Main Street, Beach Street, Middle Street, and end at CK Burns school for closing ceremony.
 - HOB is still soliciting people to be part of the parade.
 - Gene Foster (USN CMC Ret.) recommended that the dedication of the bridge sign be held on Memorial Day instead of Veterans Day due to construction.
 - **Vietnam War Panel Discussion** – (50th anniversary Vietnam War official end event)
 - Jen said she reached out to Wendy at Biddeford Theater and they were checking with the board for availability to utilize the theater as a venue for the event.
 - Eric recommended perhaps holding it at the High School & tie it in with the social Sciences department studies
 - Jen said she would reach out to them too and update everyone on the final plan
5. New Business
 - **Status of Veterans Committee**
 - Discussed about whether this committee will move from ad hoc to permanent
 - Mayor Grohman began this committee as ad hoc (temporary) and it is usually typical for an ad hoc committee to dissolve upon a new administration taking over
 - Roger said that he was going to speak with the policy committee tonight about making the veterans committee a permanent committee
 - **Discussed the structure of a permanent veterans committee** to be comprised of all veterans, from Saco & OOB also
 - Roger said the goal would be to incorporate people from surrounding communities, a tri-city veterans committee

- **Purpose of Veterans Committee**

- Members of the local VVA post said that the committee should be more involved in helping veterans in the community
- Eric reminded everyone that there are federal & state programs that already exist and we should be a conduit so smooth communication occurs
- Discussed that the committee should be a place to receive information, share information, and provide the council with information on status of veterans in the community
- **Task – asked everyone to think about how the committee might serve as a “conduit,” as a uniting function and not try to duplicate what already exists**
 - Eric said he would send some thoughts to consider
 - Decision was made to discuss this more in depth at the next meeting

6. Veteran Organization Updates

- **AMVETS Post 1**

- Recognized as post raising the most money to send Maine high school students to expenses paid Freedom Foundation in Valley Forge, PA
- September breakfast raised \$650 for Seeds of Hope Neighborhood Center
- October breakfast for HS band, November breakfast for Toys for Tots, December breakfast for Biddeford High School scholarships
- Capacity of AMVETS function hall is 125 (if add lounge, then a little over 150)
- After Veterans Day Parade – complimentary community meal for anyone

- **American Legion Post 26**

- Opened up their hall quite a bit, lots of renovations but cannot do cooking
- Probably in March or April they will be able to do more: meals, help veterans, etc.
- Current utility: Girl Scouts, Wed Bible Study, Red Cross drives – will rent to any group
- Post has two service officers and they will help any veteran who needs it
- Capacity is sixty-five currently, once more renovations are complete it will be 75-100

7. Next Meeting & Agenda Items

- Monday, 26 January at 4:30pm at City Hall Council Chambers
- Agenda items
 - Biddeford Veterans Committee – status, structure, purpose, and recommendation

8. Meeting adjourned – 5:00pm

DIVISION 18 – VETERANS COMMITTEE

Sec. 2- 400.1 Establishment.

(a) There is hereby created and established the VETERANS COMMITTEE, comprised of seven members and a staff member of the General Assistance Office serving in an ex officio capacity. All members shall be Honorably Discharged Armed Forces Veterans, citizens, and reside within the corporate limits of the City of Biddeford, the City of Saco, the Towns of Dayton, Arundel, Waterboro, or Old Orchard Beach.

(b) In appointing members to the VETERANS COMMITTEE, the Mayor and City Council shall seek to appoint members from a cross-section of all citizens, including those living in US Census Tracts within City limits that are considered to be "low/moderate income" by the US Department of Housing and Urban Development (HUD). The VETERANS COMMITTEE is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Sec. 2-400.2 Purpose; responsibilities.

(a) The purpose of the Veterans Committee is to ensure that Veterans in the community receive the support, recognition, and resources they deserve for their service. The Committee will work with existing Veterans organizations to promote collaboration and to foster a Veteran-friendly environment within the City of Biddeford. The committee will focus on four topic areas, including supporting local Veterans, community outreach and education, advocacy for Veterans' services, and Veterans recognition and events.

(b) Responsibilities shall include:

(1) Providing comments and/or recommendations in areas of need, reviewing potential projects, and participating in public hearings to keep the citizenry informed.

(2) Receive information and comments from fellow veterans at the Committee's regular monthly meetings.

(3) Make presentations to the City Council at such times as may be requested by the City Council or as the VETERANS COMMITTEE determines is necessary.

(a) The Committee is strictly advisory in nature. It has no decision-making authority and is prohibited from incurring expenses, making payments, entering into contracts, leases, or obligations, or otherwise binding the City.

Sec. 2-400.3 Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered two-year terms. One seat shall be reserved for a City Council member, who will be nominated by the mayor and confirmed by the City Council.

Sec. 2-400.4 Vacancies.

(a) A vacancy in the membership of the Committee shall be determined upon the occurrence of any of the following:

(1) The change in a member's primary residence to a place outside the City or Town listed in Section 400.1(a);

(2) The death of a member;

(3) The effective date of the resignation of a member;

(4) The expiration of the member's term of office;

(5) Three unexcused absences during one year;

(6) The removal of a member by the City Council for misconduct or nonperformance of duty.

(b) A member may resign by submitting a written resignation to the Chair of the Committee. Once received by the Chair of the Committee, the Mayor's office will be notified. The resignation may not be withdrawn, and the member's office shall become vacant on the date specified in the resignation.

(c) If a vacancy in the membership of the Committee occurs, the Mayor shall nominate a person to fill the vacancy within a period not to exceed 30 days of its occurrence. The nomination shall be subject to the confirmation of the City Council. The person named to fill a vacancy shall serve out the term of the individual they replace on the Committee.

Sec. 2-400.5 Organization of Committee.

(a) The Committee shall annually elect one of its members as Chair and one of its members as Secretary. The Committee may also elect a Vice Chair.

(b) A quorum shall consist of 50% (plus one if an even number) of appointed members. The Chair shall be counted in determining a quorum and shall have one vote.

(c) A quorum shall be necessary to take any VETERANS COMMITTEE action authorized or required. An issue shall carry by a majority of those voting.

(d) The ex officio member of the VETERANS COMMITTEE is nonvoting and shall serve in an advisory capacity.

(e) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate, and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or failure to perform duty.

(f) The VETERANS COMMITTEE may adopt and amend from time to time rules to govern the conduct of its administrative business.

Sec. 2-400.6 Meetings.

(a) The Committee shall establish meetings of the VETERANS COMMITTEE. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Meetings may be conducted virtually. Prior notice of any change in meeting date, time, or place shall be provided to all members, the public, and the administrative staff a minimum of 48 hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

(c) The Committee shall meet a minimum of four times per year, but may meet as often as the members deem necessary.