



**City of Biddeford  
Capital Projects / Operations Committee**

June 10, 2026 at 6:00 PM

JR Martin Community Center & Teams

[Join Teams Meeting Online](#)

Meeting ID: 231 630 282 562 696

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**Committee Members**

Marc Lessard, Councilor-at-Large (Chair)

Dylan Doughty, Ward 4 Councilor

Brad Cote, Ward 7 Councilor

Dominic Deschambault

Kenneth Griffin

1. Roll Call
2. Adjustment(s) to Agenda
3. Approval of Minutes
  - 3.a Approval of Minutes April 8, 2026
4. Old Business
5. New Business
  - 5.a Lease Space Tour of Facility
  - 5.b Community Center Leases Discussion
  - 5.c FY27 CIP Recommendation
6. Executive Session
  - 6.a Executive Session 1 MRS 405(6)c- Real Estate Matters
7. Adjourn

Present:

Councilor Lessard

Councilor Cote

Councilor Doughty

Kenneth Griffin

Meeting began at 6:01pm

1. Roll Call

2. Discussion with Wastewater Management Commission - UNE utility expansion proposal

2.a UNE proposal to extend natural gas and wastewater utilities- **Removed from the agenda**

3. Adjustment(s) to Agenda

4. Approval of Minutes

4.a Capital Projects/Operations Minutes- March 11, 2026

Motion Councilor Brad cote

Second Councilor Doughty

Passed Unanimous

5. Old Business

5.a Community Center Leases

Director Thompson went through her proposals for the leases with options for use of the space at the community center that are currently being leased. Councilor Lessard opened the meeting to the public. The 50 plus club, The BCHC gave testimony about the loss of space, LaKermesse and BCHC spoke about the history of the use of space and the archiving that they are doing, the St.Louis Alumni association also discussed their history and the use of space at the community enter.

Councilor Lessard noted the budget constraints and talked about the need to get information from the public and to figure out how to move forward. He thanked the volunteers for their years of service to the community.

Director Thompson talked about the importance of the groups and said she had conversations with all the groups. She noted that they are trying to make the space more

inclusive and create more space for the community. Councilor Doughty noted that this was a request by the committee to the committee to look at the space and make some recommendations. He asked about eh 1400 sq ft. that LaKermesse meets a couple times a month. Is it meeting space or storage space that they need primarily? The Recreation Committee provided the information from a survey previously completed by the groups. She will forward to the new committee members. Councilor Cote also noted the need for more groups to be able to use the space. Councilor Lessard noted that he thinks we should be getting rental income and ask for the lowest impact for those groups that have been using the space.

He recommends that a portion of the next meeting get a half hour of a walk through and see what's being used and what are the possibilities. Put a calendar together to see how the classrooms are being used and can we reduce the space to expand the opportunities. Is there a way to condense etc. meet at the center and see what they might be able to come up with to recommend to the council.

Kenneth Griffin asked about swing space – are there other opportunities for storage space in other areas of the city? Scrub the properties to see what's available. Councilor Cote said he would appreciate a meeting at the community center so they can see the space. Members of the groups said they use the space for Storage and they also us the space for meetings.

In their quest to make the best use of the community space. And Councilor Doughty doesn't feel storage is the best use of the space and Director Thompson agrees that they should have the next meeting there at the Community Center. Councilor Lessard thanks everyone who was there for the meeting.

## 6. New Business

6.a 5 Year CIP- City manager Dever noted that last meeting they had a discussion about the capital needs of the city and they discussed determining the top priorities There are a number of CIP infrastructure projects that are underway or about to be underway that had a required cash match or other funding requirements that weren't accounted for. Everyone was aware of the projects what they weren't aware of was the lack of accounting for those projects. Councilor Lessard estimated \$1.5-\$1.6 million in dedicated funds.

Chief Fisk got up to speak about the three items for the Police Department. All items have been on previous years CIP requests. Get a number to get an engineer to do that work the least estimate she got was \$25k. Cote mentioned the structural soundness of other buildings. Would love to get a bigger picture idea of what the needs are before we spend money on the bonds. The City Manager did ask Director Demers what is absolutely

necessary for paving? What is committed for paving, then matches, not sure if they are committed funds or just those are the streets that need to be paved. Councilor Lessard said he would want to review the requests to see where the 700K plus should be spent. We aren't locked in but they pave streets based on what the capital committee commits to funding. Deputy Director Lovejoy discussed their street paving process. Chief Best was invited up. The City Manager noted that the vehicle replacement schedule would be pushed by a year. Fire went through a whole process to determine the vehicle. Needs they had a top three but didn't move any of those forward. Maybe do some window replacement with year end monies and they are looking at other ways to fund some of their building needs. Tower Truck, Ambulance and Lifepacs are their top three needs. As they put it together, they tried to look at cost saving measures. They looked at combining with other departments for defibrillators to bulk purchase defibrillators. We need to replace one a year for the next 6 years right now one of them is out of cycle they reached their life expectancy a while ago. One costs just under 63k but one of two ways is 63k a year for 6 years or 3 year payment plan 111k for three years in the long run it saves \$44k. Given where we are at with the budget is it better to do 63k or bulk purchase and have higher payments with the ambulance long delivery time

Councilor Lessard noted he took a first swing at how he would break it down

70K for police department

Defib/vests/brush fire/ambulance/ 250K

450k for capital paving etc. can't really skip paving roads for a year. If there is left over funds and even though they may decide to move things forward and forwarded a million dollars to spend with a recommendation. They broke it down into pieces. They could at this point say we are going to do the combined police and fire and push that through right now then 350k that leaves some money on the table as a just in case. If the city owns equipment we should be putting money into the paving line and let them do it over the summer.

Chief Best noted a lease purchase is utilized in many communities for the big ticket items. There are different options for financing.

Councilor Doughty noted that we really need to look at the way we fund capital and he hopes the Charter Commission will look into it.

Councilor Lessard noted to order it (the ambulance) and get it on the books now. Councilor Lessard offered the following list as a recommendation to Council:

BPD-FY27-001 Exacq 96 TB server	\$29,066
BPD-FY27-002 WatchGuard Interview rms.	\$30,315
BPD-FY27-005 Interview Room	\$12,100
BFD-FY27-008 LifePak 35 Defibrillator	\$62,954
BFD-FY27-002 Ambulance Replacement	\$85,000 (FY28)
BFD-FY27-004 FD Tactical EMS Vests & Helmets	\$13,500
BFD-FY27-006 Brush Fire/EMS Insert Unit for Ranger 18	\$10,000
Dog Park Fence and Drainage	\$10,000
<hr/>	
Total Expenditures for FY27	\$167,935
<hr/>	
Balance remaining for FY27 CIP	\$558,165

Councilor Lessard also mentioned the need for windows at Westbrook skating rink and that the city would want to do those before August

Ken Griffin noted that if we do the window project, they may consider doing half a dozen as a demo project at the fire station. One vendor doing two locations with a standard window. \$14,600 or 1/3 windows of the windows for 5k.

7. Executive Session-

Motion to move into Executive Session by Councilor Doughty

Second by Kenneth Griffin

Passed Unanimous -not to return. Entered Executive Session at 7:37pm.

7.a Executive Session 1 MRS 405(6)C - Real Estate Matters

Motion to come out of Executive Session Councilor Doughty

Second Councilor Cote

Unanimous to exit Executive Session

8. Adjourn 8:12pm

Motion Councilor Doughty

Second Councilor Cote

Unanimous to adjourn



## Capital Projects / Operations Committee

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**Meeting Date:** June 10, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.b  
**Item Description:** Community Center Leases Discussion  
**Submitted By:** Lisa Thompson, CPRP, Recreation Director

### Key Terms:

### Executive Summary:

This brief provides additional information to the Capital Projects Committee in order to decide on a resolution regarding the future of the lease agreements for the J. Richard Martin Community Center.

### Detailed Review:

There are currently six user groups occupying space within the J. Richard Martin Community Center. Each group holds a written lease agreement with the Recreation Department, all of which were issued at zero cost and collectively expired in December 2025. The Recreation Department, which oversees daily operations of the Community Center, has been tasked by the Capital Operations Committee with developing a plan that identifies the facility's "highest and best use." In response to this directive, two potential pathways were presented to the committee at its last meeting. Option 1: Implement monthly rental fees for existing leaseholders. Option 2: Transition the facility toward shared community-use spaces. The committee requested the opportunity to tour the leased spaces before coming to a final decision. A tour is scheduled for the June 10, 2026 meeting.

### Funding Source:

N/A

### Staff Recommendation:

Staff recommends Option #2: transition the current leased spaces into shared community spaces. This approach provides the greatest flexibility and supports the highest and best use of the J. Richard Martin Community Center.

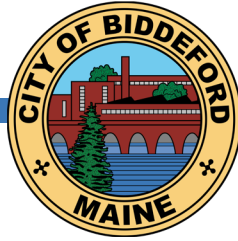
Transitioning to shared spaces will create significantly more availability for both Recreation Department programming and broader community use. With additional space, the Recreation Department will be able to expand its out-of-school-time programs, increase capacity for children, and offer a wider variety of enrichment, family, senior, and intergenerational programs and services. Community committees, groups, organizations, and local partners will gain access to reliable space for meetings, events, and activities. Increased space will also allow for repurposing rooms to improve efficiency, accessibility, and overall user experience for both large and small groups. Under this model, rental fees will be charged to generate revenue and support facility operations. Current leaseholders will be exempt from rental fees for their regular monthly meetings and weekly bingo sessions. They may also host larger events within the facility and will be charged a small fee to cover Recreation Department staff time and necessary resources.

**Next Steps:**

The Recreation Department is requesting the Capital Projects Committee make a decision on the future of the lease agreements at the Community Center. Once a decision is made, the Recreation Department will move forward with direction to the leaseholders about a timeline and next steps.

**Attachments:**

1. Community Center Lease agreements 4.8.2026
2. Community Center lease groups survey results



## **Community Center Lease Proposal April 2026 Presented to Capital Projects/ Operations Committee**

This proposal outlines two options for the future of current lease arrangements within the J. Richard Martin Community Center.

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### **Option 1: Renew Leases and Charge Rent**

#### **Eligible Groups**

- Meals on Wheels
- 50+ Club
- St. Louis Alumni
- La Kermesse
- Biddeford Cultural Heritage Center

#### **Key Details**

- Tenants remain in current spaces
  - Monthly rent begins July 1, 2026
  - Spaces remain exclusive to each organization
  - Existing lease agreements renewed with added rent requirement
  - Rent set at \$0.50 per sq. ft. for July 1, 2026–June 30, 2027
  - Rent increase of at least \$0.25 per sq. ft. starting July 1, 2027
  - Annual rent adjustments set by Capital Projects/Operations Committee each February
  - Recreation Department continues maintenance and covers associated costs
  - Biddeford Adult Education excluded due to existing mutual-use agreement with School Department
-

## Option 2: Transition to Shared Community Spaces

### Community spaces are:

- Flexible
- Inclusive
- Accessible
- Designed for public use
- Intended to build connection, learning, and shared experiences

### Examples of Allowed Uses in Community Spaces

- Parent/child groups
  - Book clubs
  - Civic organization meetings
  - Enrichment classes
  - Safety trainings ( CPR Class)
- Community Dinners

### Timeline • All leases expire December 31, 2026

- Tenants must remove all belongings by that date

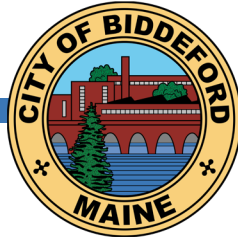
### Key Details

- Vacated rooms converted into accessible community spaces
  - Recreation facilities division repurposes each room
  - Spaces available for meetings, gatherings, and mission-aligned events
  - **No charge for regular meetings for current lease groups**
  - Support fees may apply for large or resource-intensive events
  - Storage of personal/organizational items not permitted
- 

### Priority of Use

(from existing facility use policy)

1. City of Biddeford & Recreation programs/events
  2. Biddeford Schools and School Committee-sanctioned programs
  3. **Nonprofits with 100% Biddeford resident participation (lease groups come under this)**
  4. Nonprofits with less than 100% Biddeford resident participation
  5. Commercial or for-profit activities
-



### Rental Fee Structure

- Priority 1: No rental fee
- Priority 2: No rental fee;
- **Priority 3: No rental fee; support fees may apply**
  - Example: meetings = no charge; multi-hour events requiring staff/resources = minimal fee
  - Priority 4: Rental fee at resident rate; additional support fees may apply
  - Priority 5: Rental fee at non-resident rate; additional support fees may apply

### Nonprofit Documentation Required • Proof of nonprofit status

- IRS Form 990 and/or Tax-Exempt Certificate. ***Current lease groups would be exempt from this requirement.***

### Securing space:

All user groups would secure space as they do now with our online reservation request system. Meetings can be reserved up to a year at a time, and as much as 18 months in advance for larger events.

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meeting on 7/9/25) shortening the length of the leases in the future. Much of this discussion has centered around what the future of the Community Center will be as the city discusses future projects for housing, recreation, etc. as well as how can the space at the community center be utilized in a more efficient manner. You can view this discussion here: [Capital Projects / Operations Committee Meeting \(Live\)](#) • [Agendas and Minutes - City of Biddeford, ME](#) • [CivicClerk](#)

I am asking for information from your organization about how much time you are actually utilizing the space for meetings, classes, and events. **If you could please reply to this email with your responses to these questions by Friday, August 8, 2025, I would greatly appreciate it:**

What is the name of your organization?  
**Saint Louis Alumni Association**

How many members/ students does your organization serve?  
**Approximately 347**

How much space do you lease within the Community Center?

**The room is 30' x 22' = 660 Square Feet.**

Do you use your space for office space? If so, how many hours a week is someone in your organization " in the office"?

**Yes we use this space for office work. In the office approximately 10 hours/week; Office has dedicated internet service.**

How often does your organization use the space for "in-person" meetings , classes, or events?

Hours per week \_\_\_\_\_ OR, Hours per month 6  
**+ Monthly meetings 2nd Wednesday; also semi annual Social Gathering;**

Does your organization have items that are property of your organization that is stored in your space? If so, how much? ( please be specific)

**Yes; we have memorabilia from graduating classes; year books; Computers and hardware; Association files in cabinets; Large screen TV; Internet router; office desk;**

Is there anything else you would like the committee to know about your use of space in the J. Richard martin Community Center? Please et us know!

This space is used to conduct all Association business which includes managing our assets to award \$20,000 in annual scholarships to area youth, and provide donations to area youth activities and community non profits.

Thank you, and I look forward to hearing from you!

Lisa Thompson, CPRP *she/hers*  
Recreation Director  
City of Biddeford  
P.O. Box 586  
Biddeford, ME 04005  
207-283-0841

## **Biddeford Cultural and Heritage Center August 4, 2025**

**What is the name of your organization?** Biddeford Cultural and Heritage Center

**How many members/ students does your organization serve?** We currently have 10 members of the Board of Directors and 5-10 regular volunteers, but there are dozens of other volunteers that vary in number depending upon the event or activity. The number of residents that are served by our organization similarly varies according to the event. For example, during the Music Hall of Fame Induction ceremony, we had over 850 people in attendance and 80 volunteers. For the Biddeford Hall of Fame, we may have had 100 attendees, with ten volunteers, while our participation at La Kermesse, River Jam, the Holiday events, etc., attracts a varying degree of participation from the public. The Cultural Cuisine, which we have featured at River Jam, has been a huge hit and has helped integrate the various new ethnic cultures into our community.

BCHC also works regularly with the Adult Education Department and the McArthur Library for programming and activities. For example, a few years ago, we co-hosted an open house in the Community Center with the Adult Education Department, and the turnout was extraordinary, including many people who had never been in the building. They were very impressed.

Most recently, we collaborated with the McArthur Library, as well as the American Friends of Lafayette to host a celebration in honor of Marquis de Lafayette's 200<sup>th</sup> anniversary of his visit to Biddeford. The turnout was exceptional, despite the heat.

**How much space do you lease within the Community Center?** We are currently sharing the La Kermesse Room (approx. 47'x23'), and in that room, we have several exhibits. In addition, there is an annex (approx. 35'x15') off the main room in which we store hundreds of valuable artifacts and documents, which are being archived, digitized, and, in some cases, restored. There is also a small room (approx. 10'x10") in which we share storage of supplies with La Kermesse. Most of our active space is for collections, and, quite frankly, we need more room. The collections are valuable and deserve protection from degradation, theft, etc., as they tell the story of the Biddeford community.

**Do you use your space for office space? If so, how many hours a week is someone in your organization in the office?"** Most office work is done at the home of President Diane Cyr, or other Board members, though the Kermesse space sometimes serves as a meeting place with people related to our mission and projects. However, the annex is used more regularly, averaging five hours per week, for the archiving of documents or the preservation of artifacts. That space is primarily a repository for the historical collections related to the city of Biddeford.

**How often does your organization use the space for "in-person" meetings, classes, or events?** We have various uses for our space. 1) We meet monthly in the

main room for 90 minutes. Those meetings are required to coordinate events, establish goals, plan future activities and fundraising.

2) The cataloguing of books and the processing and conserving of collections is time consuming, but since we rely solely on volunteers, and because their availability is dependent upon their job situations and family obligations, we have no fixed hours, and the time spent in the space can vary from week to week.

3) The space is also used to conduct our oral history program, *Voices of Biddeford* interviews, as in many cases, conducting interviews in someone's home is impossible. Generally, an interview is three hours in length, and they are conducted intermittently, dependent upon the availability of the interviewers and the subject.

4) Other subcommittees of the organization also utilize the space at the Community Center to varying degrees. For example, planning for the Music Hall of Fame is done there, and during the planning phase, that means 2–3-hour meetings, twice a month. The Hall of Fame committee also meets there for planning and discussing inductees.

5) The space is also used as a showpiece to entice new volunteers to join the organization, as well as for talks with those interested in making presentations, donations or seeking information.

BCHC is also currently partnering with FOWIL (Friends of Wood Island Light House), the American Lighthouse Foundation, residents of Biddeford Pool, and the United States Coast Guard to develop a plan to restore the Stage Island monument. This partnership will certainly produce pictures and information regarding the process, and it would be proper to be able to create an exhibition of the ongoing work. It should be noted that while FOWIL displays artifacts on Wood Island, they possess no display space in the inner city. Such a display would certainly benefit a better understanding of Biddeford history.

**Does your organization have items that are property of your organization that is stored in your space? If so, how much? (please be specific)**

We have 9 display cabinets in the La Kermesse room, in which various artifacts and documents are visible. There are 3 displays in in the hallway, and we are working on having a display in the entrance of the Center. There is also a piano and sewing machine.

As noted, the organization has hundreds of artifacts and documents that are stored in our space. Limitations in space have affected our ability to procure additional artifacts. For example, while we currently have an opportunity to obtain books on genealogy from the McArthur Library to assist in genealogical research, since the Genealogical Society of York County has disbanded, obtaining those books necessitates the reducing of our existing books because there is no room. That is very self-defeating and frustrating, as there are so many stories to tell about Biddeford: its history and its various cultures.

We are placing numerous books on local culture, history, and genealogy in a resource library that will be open either by appointment or scheduled hours, when the books are all catalogued and tagged. We have secured a library software program, called Surpass, which will soon be available for online searching.

Genealogical research is very popular, and we may be able, in some small way, to fill the void left by the closure of the GSOYC. Some members of that defunct organization have expressed an interest in helping us, and we may be able to partner with the Maine Genealogy Association in Lewiston to provide assistance to researchers.

Included in our collection are very interesting historical pieces from St. Louis High School and the "Societe St. Jean Baptist de Bienfaisance", an old city Franco social organization. There are also books and artifacts belonging to former Professor Norman Beaupre, who has written dozens of books on French culture and who assembled many collectables. We anticipate that the library software that we now own will allow us to create a section that will list the archives for collections like the St. Jean and Norman Beaupre and allow cross referencing.

**Is there anything else you would like the committee to know about your use of space in the J. Richard martin Community Center? Please let us know!**

The Biddeford Cultural and Heritage Center, like the Biddeford Historical Society, remains desperate for suitable space in which artifacts and documents can be adequately stored and displayed. It is the goal of both organizations to eventually have a permanent, expanded space or building to be able to actively present Biddeford's culture and history to our residents and guests. At this stage of the city's development and renaissance, we believe that such a building and space is an absolute necessity.

The limited amount of space that we currently utilize is concerning. Materials used for the organization must be stored in members' homes because there is no space to store them in the Center. We have an interesting opportunity to procure, for example, an actual section of the bar from the Wonderbar Restaurant, the iconic meeting place of so many politicians and home to so many stories and characters. It certainly deserved to be preserved and viewed, but where and how can it be stored and exhibited?

We are also looking to use space to hang some of the honorary plaques of our Hall of Fame on the walls in the Community Center. Currently, some are hung in City Hall, but we are running out of wall space and hope to find an area in the Community Center to similarly exhibit and honor those who have received city recognition. Those that are not hung, because of lack of space, are put into storage, which is a huge waste. Because of the amazing success and popularity of the Music Hall of Fame, we would like to similarly find space to place the associated plaques of those inductees in a public space.

Of ongoing concern to our organization is the inadequate Wi-Fi system within the Community Center. While understanding the financial limitations, based upon the uncertainty surrounding the building, the frustration of poor connections and dropped

Zoom meetings is ongoing. Should the city decide to retain the building for public use, that needs to be rectified. Today, a strong internet connection is essential.

Recently, for example, we have been having multiple weekly meetings with a volunteer to repair BCHC computer-related issues, but meetings cannot be held in the Community Center, because of the poor internet connection. Instead, meetings must be held at the McArthur or Kennebunk libraries which have dependable connections.

Another issue with the Center is its availability, especially during the summer months. The hours listed are not the hours that the Center is open. It is closed on Saturdays, and, if there is nothing on the schedule during the week, it can close without notice. There needs to be clear and timely notifications of any early closure. Otherwise, time is wasted on a trip to the Center, only to find locked doors.

It would be advantageous for us, as an organization, if we could occasionally use the auditorium and the front grounds for events. That could be done in coordination with Adult Education, and doing so would open possibilities, such as movie nights, open houses, a cultural festival, and even a cultural food tasting event. Bringing more people into the building via events and programs not only showcases the building but builds bridges within our community by sharing local history and culture.

It is hoped that eventually, once the archiving and associated work is completed, we can be open by appointment, or even have regular hours, if we can provide staffing. Opening weekends is also a hope, as that would enhance options for people hoping to do research.

La Kermesse Franco Americana August 3, 2025

**What is the name of your organization?**

La kermesse Franco American

***How many members in your organization*** We have 17 active members, The numbers of volunteers will increase depending on activities that may arise, such as the decorating Main Street for Christmas, Joining Heart of Biddeford at River Jam, and of course the Kermesse Festival, Also in collaboration with St. Louis Alumni, we held an open house, showcasing many artifacts of past history of St. Louis High school, As mentioned in the response from BCHC all items are stored in the archive room, and are being catalog.


***How much space do you lease within the Community Center.***

Kermesse room is 47ft by 22ft. As mentioned in the report from BCHC, along with display cases there is also a display case for St. Jeans which date back to 1873, and also display of material of the old St. Louis High School. The aforementioned material is also being catalog by BCHC.

Spare room 1 is 10ft by 10ft. Has all our file cabinets and misc items related to the festival.

Spare room 2 has our cuisine items for the festival also has a refrigerator. BCHC also has materials in that room.

Do you use your space for office? If so, how many hours a week is someone in your org.” ion the office? We have our monthly meeting once a month for approx. 2 hours. As we



get closer to our festival we do meet during the day and some evenings. Also St. Jeans also meets once a month for approx. 1 hour.

**Does your org. have items that are property of your org.**

Without being repetitious please see report submitted by BCHC as to items being displayed in the Kermesse Room. May I add that the Alumni band is using some of our space for keeping their music inventory, they do not have any space of their own.

**Is there anything else you would like the committee to know about your use of the space.**

Without being repetitious, our concerns are the same as BCHC WI\_FI connections during our meetings, hours of operations. May I suggest that the committee visit the office to see for themselves the area that is under review. If there any questions regarding this report please feel free to give me a call.

Paul N. Gagne

Treasurer 229-2024



Outlook

MON

Re: Community Center Lease agreements

From Ann Vigeant <avigeant@smaaa.org>

Date Fri 8/8/2025 1:48 PM

To Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>

**Caution:**This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact the IT Department

Hi Lisa,

Wasn't sure if I was to reply all or not please feel free to forward to anyone else, and let me know if I have missed anything.  
Ann

What is the name of your organization? Southern Maine Agency on Aging (SMAA) Meals on Wheels program

How many members/ students does your organization serve? 300

How much space do you lease within the Community Center? Kitchen, Dining area

Do you use your space for office space? If so, how many hours a week is someone in your organization " in the office"? Yes we use the office space a minimum of 16 hours per week and maximum of 24 hours when training

How often does your organization use the space for "in-person" meetings , classes, or events?  
Hours per week\_\_\_\_\_ OR, Hours per month\_\_\_8\_\_

Does your organization have items that are property of your organization that is stored in your space? If so, how much? ( please be specific) Yes. Frozen meals 1,200 per week, 144 loaves of bread, 300 applesauce, 180 qts of milk, 1000 pads of margarine. 1,000Plastic bags for packing, 300 insulated bags, Office supplies, 400 pcs. Paper goods for luncheons, Decorations for seasons, 5 boxes, cleaning supplies

Is there anything else you would like the committee to know about your use of space in the J. Richard Martin Community Center? Please let us know!

We are very happy with the space we have it allows us to work and pack meals for 300+ clients in need. We also couldn't do without the maintenance team, who have just been so great to work with, they know the building and are always there to help if we need anything! The communication from staff letting us know about processes and scheduling for the facility are also helpful and I enjoy seeing the many positive changes in the Community Center since I started.

Thank you! Have a great weekend  
Ann

Ann Vigeant  
Resource Specialist Team Lead  
Biddeford and South Portland  
Site Manager Meals on Wheels  
**Southern Maine Agency on Aging**

207-283-2477 (office)

[avigeant@smaaa.org](mailto:avigeant@smaaa.org)

30 Barra Rd.

Biddeford, ME 04005

[www.smaaa.org](http://www.smaaa.org)



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**From:** Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>

**Sent:** Thursday, July 31, 2025 11:11 AM

**To:** [stlouisalum@gmail.com](mailto:stlouisalum@gmail.com); Diane Cyr <dianepcyr@gmail.com>; Deb Godbout <deegod165@yahoo.com>; Paul Gagne <Paul.lakermesse@gmail.com>; David Durkee <ddurkee@biddefordschools.me>; Ann Vigeant <avigeant@smaaa.org>

**Cc:** Dunphe, Brian <Brian.Dunphe@Biddefordmaine.org>; Dube, Erika <erika.dube@biddefordmaine.org>; Jeremy Ray Supt. <jray@biddefordschools.me>;



Outlook

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**Re: Community Center Lease agreements**

From David Durkee <ddurkee@biddefordschools.me>

Date Wed 8/6/2025 9:32 AM

To Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>

Cc Jeremy Ray Supt. <jray@biddefordschools.me>

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Good morning Lisa,

Please see the responses to your questions below. If you need anything else from me I'm happy to provide it!

1. *What is the name of your organization? Biddeford Adult Education.*
2. *How many members/students does your organization serve? Our FY25 enrollment was 2,518 with a breakdown as follows: Academics (1,684), Vocational (290), Enrichment (544).*
3. *How much space do you lease within the Community Center? On the 2nd floor of the Community Center, BAE occupies five classroom spaces, a large kitchen/classroom, our main office, a small testing room, three office spaces, and five storage spaces.*
4. *Do you use your space for office space? If so, how many hours is someone in your organization in the office? BAE is a year round program and operates daily from 8:00-5:00 Monday through Friday and Tuesday and Wednesday evening from 5:00-9:00. In addition, BAE runs Saturday enrichment or vocational programming intermittently throughout the academic year.*
5. *How often does your organization use the space for in person meetings, classes or events? BAE utilizes our spaces extensively with multiple concurrent classes/meetings being held 55-60 hours per week during the academic year and 45-50 hours per week during the summer.*
6. *Does your organization have items that are property of your organization that are stored in your space? If so, how much? BAE has a significant amount of property on site, including three computer labs, CNA training equipment, office/classroom furniture and equipment,*

student records, and books/supplies for classes. In addition, BAE has invested in various capital improvements through Biddeford School Department such as heat pumps, phone systems, and Internet.

**David Durkee**  
**Program Director**  
**Biddeford Adult Education**  
**189 Alfred St. 2nd Floor**  
**Biddeford, ME 04005**  
**207-282-3883**  
**[www.biddeford.maineadulted.org](http://www.biddeford.maineadulted.org)**  
**Join our email list [here!](#)**

On Thu, Jul 31, 2025 at 11:11 AM Thompson, Lisa <[Lisa.Thompson@biddefordmaine.org](mailto:Lisa.Thompson@biddefordmaine.org)> wrote:  
Good Morning Everyone:

I hope this email finds you all doing well and having a good summer!

I am writing to all of you as "leasee" in the J. Richard Martin Community Center. The Capital Projects committee, who oversees leases in the city, has tasked me with gathering information regarding use of space in the Community Center. With the majority of lease agreements expiring on December 31, 2025, the committee has discussed ( at their meeting on 7/9/25) shortening the length of the leases in the future. Much of this discussion has centered around what the future of the Community Center will be as the city discusses future projects for housing, recreation, etc. as well as how can the space at the community center be utilized in a more efficient manner. You can view this discussion here: [Capital Projects / Operations Committee Meeting \(Live\) • Agendas and Minutes - City of Biddeford, ME • CivicClerk](#)

I am asking for information from your organization about how much time you are actually utilizing the space for meetings, classes, and events. **If you could please reply to this email with your responses to these questions by Friday, August 8, 2025, I would greatly appreciate it:**

What is the name of your organization?

How many members/ students does your organization serve?

How much space do you lease within the Community Center?



Outlook

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**Re: Community Center Lease agreements**

**From** St Louis Alumni <stlouisalum@gmail.com>  
**Date** Fri 8/1/2025 1:16 PM  
**To** Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>  
**Cc** Therrien, Paul <paultherrien@maine.rr.com>

**Caution:**This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact the IT Department

Hi Lisa:  
Please find below the answers to the questions you pose.  
Let me know if you need anything else

Thank You

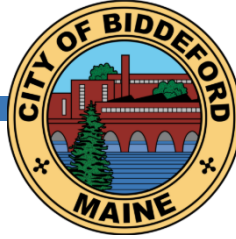
Roger Gobeil  
Secretary  
St. Louis Alumni Association  
Stlouisalum@gmail.com

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Good Morning Everyone:

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MEMO: 5 Year CIP – Recommendations  
TO: Capital Projects/Operations Committee  
DATE: May 7, 2026

At the Capital Projects/Operations Committee meeting that was held on March 8, 2026, the Committee informally agreed on a list of CIP recommendations for FY27. A formal vote to send the recommendations to Council was not taken. The list below outlines the recommendations discussed. Please note that the total expenditure figure does not include the \$85,000 for the ambulance for the Fire Department. Although that was approved by this Committee, payment will come out of the FY28 budget.

The required 0.05% of the previous fiscal year’s total taxable valuation for capital improvements amounts to **\$2,245,671**. The grant cost-share obligations for FY27 total approximately **\$1,519,571**, leaving **\$726,100** remaining in CIP funding. If the following recommendations stand, staff recommends the Committee take a formal vote to approve the list to go to Council on May 19, 2026.

The Capital Committee recommends the following:

BPD-FY27-001 Exacq 96 TB server	\$29,066
BPD-FY27-002 WatchGuard Interview rms.	\$30,315
BPD-FY27-005 Interview Room	\$12,100
BFD-FY27-008 LifePak 35 Defibrillator	\$62,954
BFD-FY27-002 Ambulance Replacement	\$85,000 (FY28)
BFD-FY27-004 FD Tactical EMS Vests & Helmets	\$13,500
BFD-FY27-006 Brush Fire/EMS Insert Unit for Ranger 18	\$10,000
Dog Park Fence and Drainage	\$10,000
<b>Total Expenditures for FY27</b>	<b>\$167,935</b>
<b>Balance remaining for FY27 CIP</b>	<b>\$558,165</b>

**Biddeford 5 Year CIP Priority Projects-Combined Departments  
FY2027**

Dept.	Project	FY27 City Cost	FY28 City Cost	FY29 City Cost	FY30 City Cost	FY31 City Cost	Future City Cost	EST. Cost	Justification
Fire	BFD-FY27-001 Aerial Tower Ladder Replacement	\$280,756	\$280,756	\$280,756	\$280,756	\$280,756	\$280,756	<b>\$2,466,692</b>	Price will increase because of deferral; cost shown here is 11/2025 Place order in FY27; Receive in FY28; or 48 months traditional order process
Fire	BFD-FY27-008 LifePak 35 Defibrillator	\$62,954	\$62,954	\$62,954	\$62,954	\$62,954	\$62,954	<b>\$62,954</b>	Lifepak 15 defibrillator replacement program. 3 units are currently no longer supported with technology or repairs and 3 units will no longer be supported over the next few FYs. Replace 1 unit per year FY27-FY32.* See Notes Below for Regional Purchase
Fire	BFD-FY27-002 Ambulance Replacement		\$85,000	\$412,549				<b>\$497,549</b>	Price will increase because of deferral; cost shown here is 11/2025; Place order in FY27; Receive in FY29.
Police	BPD-FY27-001 Exacq 96 TB server	29,066	0	0	0	0	0	<b>29,066</b>	Existing server that houses all city cameras now only stores 10-15 days soon to be less.
Police	BPD-FY27-002 WatchGuard Interview rms.	30,315	0	0	0	0	0	<b>30,315</b>	interviews must be recorded both criminal and non criminal to include applicants. Existing installed 2018
Police	BPD-FY27-005 Interview Room	12,100	0	0	0	0	0	<b>12,100</b>	When citizens come to the PD to file a report they must do so in the lobby of the PD. Frequently others are in the lobby and overhear what is being reported to Officers. This converts a bathroom in to an interview room.
Public Works	Street Maintenance- Capital Paving Program	1,475,500	1,218,000	1,250,000	TBD	TBD	TBD		
Public Works	DPW Washbay Upgrade	95,000	95,000					190,000	

Public Works	Large Overhead Garage Doors	\$37,500	\$37,500	\$37,500	\$37,500			\$150,000	
Public Works	Tree Management Plan	\$50,000	\$50,000	\$50,000	\$50,000			\$200,000	

**Total FY27 \$2,073,191**