

**City of Biddeford Public Art Commission
Meeting Minutes – March 12, 2026**

In attendance:

- Jessica Muise, Chair
- Commission: Coco Corral, Rebecca Cote, Braden Drypolcher (via Teams), Kim Largey, and Beth Whitney
- Staff Liaison: Erika Dube, Deputy Recreation Director
- Council Liaison: Councilor Abigail Woods

One Commission Vacancy: Student Liaison

Meeting Called to Order: 5:06PM

Approval of February 2026 Meeting Minutes:

- Motion to Approve: Rebecca Cote
- Seconded: Braden Drypolcher
- Discussion: none
- Vote: Unanimously approved

Discussion Items

3.a Recap City Council Presentation – February 17, 2026: Jess Muise provided an overview of the council presentation. She received great questions from the council, felt that the council shared good resources to the commission, that there was a general feeling of support, and that the presentation created the opportunity to bring art to public discussion. *Presentation materials available under City Council Agenda Packet for 2/17/26 and Public Art Commission Agenda Packet 3/12/26.*

3.b Commission Goals 2025-2026: Discussed in conjunction with other agenda items.

4.c Master Plan Next Steps – Recap of meeting with City Manager: Jess Muise and Erika Dube met with City Manager Dever on February 19th to present the current draft of the Master Plan and identify a potential date to add this to an upcoming Policy Committee agenda. A May/June target timeline was identified at this meeting to add a first reading of the MP to the Policy Committee. Erika has submitted a request to have this added to a May PC date (Policy Committee may be moving to a biweekly meeting cycle to expedite currently policy reviews, confirmation TBD).

Next Steps: Once the PC reviews the first reading of the Master Plan, recommendations will be made and a second reading will be scheduled. Following this, it could move to Council adoption phase. Tentative four-month timeline from start to finish.

3.d Five Points Sign Project with Downtown Development Commission – Maine Arts Commission Creative Communities Grant opportunity, deadline March 30th. Mayor LaFountain and City Grant Writer Christine Ohman shared this grant opportunity to the PAC for consideration in support of the Five Points Project. Erika Dube met with Brad Favreau, DDC Staff Liaison, to discuss this opportunity, and he provided grant materials used previously to apply for the T-Mobile Hometowns grant (was not funded). The group discussed a variety of factors related to this grant which ultimately led the conversation to two paths of consideration. First, if the application itself is approachable, the grant materials are mostly completed, and the upcoming Chamber event (in planning/development phase) could be used as a matching fund source, would this allow the Commission Chair time to submit the application in two weeks? Second, regardless of the short timeline of the grant submission, the grant eligibility criteria requires the project to be completed by mid-2027 - is that completion timeline possible, given possible city plans to conduct a traffic study at the intersection and that this grant would not fully fund the project; could the PAC apply for this annual grant in 2027 instead to allow for more time for the project and funding?

Following discussion, the commission took this to a vote as follows:

- Motion to delay the application of this grant to the 2027 application cycle to identify the matching fund source and provide more time to work with DDC to have a better understanding of the project completion schedule: Rebecca Cote
- Seconded: Kim Largey
- Discussion: it was suggested to add this grant application to the 2026-2027 Commission goals.
- Vote: Unanimously approved

3.e City Hall Gallery: Kim Largey and Rebecca Cote shared the following updates on this project:

- They are currently compiling a spreadsheet of contacts for local artists with connections to Biddeford.
- The exhibit schedule will follow this timeline:
 - April/May – student exhibition
 - June/July cycle – Invitational Gallery, in conjunction with seasonal Artwalks

- August-October cycle – Invitational Gallery, running from FringeFest through October
- Erika Dube will confirm with the City Manager’s office about having City Hall open for a portion of the June/July Artwalk events. This will allow for an outreach mechanism for the Commission by having a presence at Artwalk. Councilor Woods will attend.

4.e Budget Discussion for FY26 Funds:

- Erika Dube is currently with City Finance Director Gerry Matherne to determine where the PAC budget should ultimately live and whether they will need to present or submit budgetary materials as part of the Municipal Services budget presentation.
- DDC and Economic Development are looking to secure funding for promotional materials for the Five Points project; wanted to make PAC aware that they won’t need fiscal support from the commission for this.
- Commission discussed using the FY26 budget of \$1,250.00 towards a Wheat Paste project of the Five Points design. The Commission members were all in favor of using the budget funding towards this, no formal vote was held. This will be added to the April agenda with the following to-do’s to be completed for that meeting:
 - Develop a budget, to include: artist contracts for installation, cost of print and installation materials, etc.
 - Rebecca Cote is taking the lead on budget development for April mtg. Deadline is March 30th to submit budget draft to publicartcommission@biddefordmaine.org to be included in April agenda packet.
 - Location ideas:
 - Councilor Woods will email all city councilors for location suggestions.
 - Commission will also brainstorm location ideas.
 - It was suggested to connect with the Chamber to connect with business owners for location ideas, if using private property vs. public spaces.
 - Deadline is March 30th to submit location ideas to publicartcommission@biddefordmaine.org to be included in April agenda packet.

5.a Other Business: Discussion Items:

- **Biddeford Cultural Heritage Center Update:** Jess Muisse met with Diane Cyr from BCHC who shared that they have funding available for an art project. This will be added to the April agenda, along with a discussion on how this can be supported by an RFP process for art/gifting to the city.
- **Commission Logo:** Coco Corral has designed a variety of logos for the commission. These will be emailed to the Commission through a shared folder for review.

Next Steps:

- Selection of logo will be added to the April agenda.
 - Once a logo is identified, this will be shared with the City Communications Dept for review and adoption within other city branding initiatives/policies.
- Erika Dube will send an additional Helpdesk request regarding city-issued emails and those not receiving group emails as listed in publicartcommission email group (request sent on 3/17/26).

Next Meeting: Thursday, April 9, 2026 at 5:00PM. Location: Room 2, J. Richard Martin Community Center – 189 Alfred Street

Meeting Adjourned: 6:36PM

- Motion to Adjourn: Rebecca Cote
- Seconded: Coco Corral
- Vote: Unanimously approved