



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

July 8, 2026 at 6:00 PM  
City Hall Council Chambers & Teams

[Join Teams Meeting Online](#)

Meeting ID: 298 314 178 018 837

Passcode: 4Gv3N2kR

[Teams Instructions](#)

**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- Capital Projects/Operations Meeting Minutes -June 10, 2026
4. Old Business
  - 4.a Community Center Leases
5. New Business
  - 5.a Discussion- Balance of Capital Budget
6. Executive Session
  - 6.a MRS 405 (6) E- Legal Matters
7. Adjourn

City of Biddeford  
Capital Projects / Operations Committee  
June 10, 2026

Meeting was called to order at 6:00pm

1. Roll Call- Councilor Lessard, Councilor Cote and Ken Griffin were present, Councilor Doughty and Dominic Deschambault excused
2. Adjustment(s) to Agenda- None
3. Approval of Minutes
- 3.a Approval of Minutes from meeting April 8, 2026
  - Motion by Councilor Cote
  - Second by Ken Griffin
  - Passed Unanimous
4. Old Business- None
5. New Business
- 5.a Lease Space Tour of Facility- The group took a tour of the community center
- 5.b Community Center Leases Discussion
  - They committee wants to bring this item back to the next Capital meeting for further discussion about taking phased steps towards the community goal.
- 5.c FY27 CIP Recommendation
  - Motion Ken Griffin to forward the proposed CIP expenditure of \$167,935 to Council.
  - Second: Councilor Cote
  - Passed Unanimous
  - Motion by Councilor Cote to forward the grant match amount of \$1,519,571 to Council for approval.
  - Second by Ken Griffin
  - Passed Unanimous
6. Executive Session
- 6.a Executive Session 1 MRS 405(6)c- Real Estate Matters
  - Motion to enter Executive Session by Councilor Cote at 7:15pm
  - Second by Ken Griffin
  - Motion by Councilor Cote to exit Executive Session at 7:25pm
  - Second by Ken Griffin
  - Passed Unanimous
7. Adjourn
  - Motion to adjourn by Councilor Cote
  - Second by Ken Griffin
  - Passed Unanimous
  - Meeting adjourned at 7:25pm



## Capital Projects / Operations Committee

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**Meeting Date:** July 8, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 4.a  
**Item Description:** Community Center Leases  
**Submitted By:** Lisa Thompson, CPRP, Recreation Director

### Key Terms:

### Executive Summary:

To provide additional information on lease agreements and a shared-use community based model.

### Detailed Review:

The City is exploring a shared-use model for spaces within the J. Richard Martin Community Center to ensure public facilities are utilized in a way that better serves the entire community. Under this proposal, current leaseholders would continue to have access to their designated spaces for approved programming and activities, with one primary change: spaces would no longer be used for permanent storage of personal or organizational belongings. Those current leaseholders include the 50 Plus Club, LaKermesse, St. Louis Alumni, Biddeford Cultural and Heritage Committee, and Meals on Wheels

By removing exclusive storage and personal use of these areas, spaces would transition into flexible, community-based multipurpose rooms that can be utilized by a wider range of residents, programs, meetings, classes, and community events when not actively being used by the leaseholder.

This approach increases equitable access to publicly funded space, improves overall facility utilization, and supports the Recreation Department's goal of creating a more inclusive and community-centered facility while continuing to value existing partnerships and organizations currently operating within the building.

### Funding Source:

N/A

**Staff Recommendation:**

Staff recommends transition to a shared use model for inclusive use by the community.

**Next Steps:**

To provide the recreation department with a decision and timeline ( if needed) on shared use or exclusive use spaces in the community center.

**Attachments:**

1. Shared Use Model for Community Center(2)

Date: July 8, 2026

Submitted by: Lisa Thompson, CPRP, Recreation Director

## **Overview- Shared Use space options for J. Richard Martin Community Center**

- The Recreation Department already manages facility reservations through an existing online rental request system, creating an established process for scheduling, oversight, and public access.
- Under a shared-use model, current lease holders would continue to reserve their regularly used spaces through the reservation system and would not be charged rental fees for approved use.
- Current lease holders would remove personal belongings, storage materials, and organization-specific equipment so spaces remain flexible and accessible for multiple community users.
- All spaces would be maintained in a clean, neutral, ready-to-use condition so rooms can easily accommodate recreation classes, community programs, meetings, rentals, and special events.
- Creating flexible-use spaces allows the Community Center to better serve a broader range of residents, organizations, and community needs throughout the year.

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### **What does a shared use model look like?**

- Organizations no longer maintain exclusive possession of designated rooms.
- Organizations reserve space through the Recreation Department's online reservation system based on their program schedule or operational needs. **(They are already doing this)**
- Existing long-term partners receive priority scheduling access and are not charged rental fees for approved use.
- Rooms remain free of organization-specific furniture, storage, files, or personal belongings when not actively in use.
- Spaces are left clean and ready for the next scheduled user.
- When not reserved by priority users, spaces become available for public rentals, recreation programs, classes, meetings, workshops, and community events.
- Recreation staff manage scheduling, oversight, and room availability to maximize community access and efficient use of city-owned facilities. **(Recreation Dept. already does this)**

- The goal is to ensure municipally owned spaces serve the broadest possible segment of the community while maintaining partnerships with long-standing organizations.

## **What Does a Shared Use Model Look Like for the J. Richard Martin Community Center?**

The shared-use model is designed to transition existing leased or exclusive-use spaces into **community-based multipurpose spaces** that better serve the entire community while continuing to support current partner organizations. The primary change is that organizations would no longer use these spaces for permanent storage or exclusive occupancy but would retain access for their programming and meetings through the existing reservation system at no charge.

Under this model, **all shared-use spaces would become the responsibility of the Recreation Department for scheduling, cleaning, maintenance, and overall management**, ensuring the rooms remain available, organized, and ready for use by all community members.

## **50+ Club Space (Ross Center)**

- The Ross Center and office space would be fully cleaned out by a **TBD transition date**.
- The 50+ Club would continue to use the space for:
  - Meetings
  - Bingo (Dining Room)
  - Social activities
  - Other coordinated programming
- Reservations would continue through the City's existing online reservation system.
- The 50+ Club would continue to reserve space **at no charge**.
- When not in use, the space would become available for other community programming and public use.
- The Recreation Department would be responsible for scheduling, cleaning, and maintaining the space.

## **Meals on Wheels (Kitchen Area / Current Office Space)**

- The current office/storage space would be vacated and cleaned out by a **TBD transition date**.
- Meals on Wheels operations would continue uninterrupted.
- Food delivery and distribution (pack-out) operations would continue on:
  - Tuesdays
  - Thursdays
- Distribution activities would utilize:
  - Kitchen area
  - Dining room
  - Additional rooms as needed for operations

- Outside of scheduled use, spaces would remain available for community programming.
- The Recreation Department would be responsible for scheduling, cleaning, and maintaining the space.

## **La Kermesse – Second Floor Meeting Room**

- The meeting room and adjoining storage/used spaces would be cleaned out by a **TBD transition date**.
- La Kermesse would continue to have access for meetings and organizational activities.
- Reservations would continue through the online reservation system, as they do currently.
- Use of space by this group would remain **free of charge**.
- When not reserved, the space would become available for community use.
- The Recreation Department would be responsible for scheduling, cleaning, and maintaining the space.

## **Biddeford Cultural and Heritage Center- Second Floor meeting room**

- The organization would follow the same shared-use model as La Kermesse.
- Existing dedicated space and adjoining areas would be cleaned out by a **TBD transition date**.
- The organization would continue reserving space through the current online reservation system.
- Use of space by this group would remain **free of charge**.
- Space would become part of the community’s shared-use inventory when not actively reserved.
- The Recreation Department would be responsible for scheduling, cleaning, and maintaining the space.

## **St. Louis Alumni Association- Second Floor meeting room**

- The St. Louis Alumni Association has already informed the Recreation Department that they will be vacating their current space by the end of **2026**.
- Once vacated, the room would be cleaned and transitioned into community multipurpose space.
- The space could then be used for:
  - Recreation programs
  - Adult Education classes
  - Community meetings
  - Public events
  - Workshops and programming opportunities

- St. Louis Alumni would continue to have the ability to reserve this space, or any other available space within the building, for meetings **at no charge**.
- The Recreation Department would oversee all scheduling, cleaning, and ongoing maintenance of the space

## Overall Goal

- Create a more inclusive and flexible community center that better serves all residents.
- Maximize use of publicly funded spaces and ensure rooms are actively serving community needs.
- Increase access for programs, educational opportunities, meetings, and community events.
- Transition away from exclusive-use spaces while maintaining partnerships with existing organizations currently operating within the building.
- Place responsibility for scheduling, cleaning, and maintenance under the Recreation Department to ensure consistent management and upkeep of all shared spaces.
- Work collaboratively with current organizations to develop a long-term plan for the **preservation, exhibition, and proper storage of historical materials and artifacts**, ensuring these important community assets are protected while creating opportunities for them to be more accessible and shared with the broader community.
- Ensure the J. Richard Martin Community Center functions as a true shared community resource that is welcoming, inclusive, and beneficial to all residents.



FY 26 CIP Allocation \$ 2,148,710.00  
 FY 26 CIP Allocation for Vehicles \$ 300,700.00

	Budgeted	Appropriated	Expended		
015 Front End Loader	\$ 75,000	\$ 155,700	12/16/2025	\$ -	Total cost is \$329,938. \$155,700 reserved in CIP as down payment, \$50K trade in, lease remaining \$124,238
698 Skid Steer Loader	\$ 35,700	\$ -	12/16/2025	\$ -	Requesting in FY27 CIP
Mid Excavator	\$ 75,000	\$ 75,000	12/16/2025	\$ -	Total cost is \$173,700. \$75,000 reserved in CIP as down payment, lease remaining \$98,700
698 Mower (to zero steer)	\$ 45,000	\$ -	12/16/2025	\$ -	Requesting in FY27 CIP
61 F-600 (Recycling vehicle)	\$ 70,000	\$ 63,000	1/6/2026	\$ -	\$59,691 with \$2,000 trade in, additional \$3,000 prep for new Chassis
Vehicles Total	\$ 300,700	\$ 293,700		\$ -	
Paving	\$ 500,000				
Skate Park Study	\$ 35,000				
<b>Unalloctaed from CIP as of 6/17/2025</b>	<b>\$ 1,313,010</b>				
Main Street Pump Station Project	\$ 1,000,000				
BFD-FY26-004-Standpipe Hose Pack & Equipment Replacement	\$ 18,000				
BFD-FY26-001-Rescue Air Bags Replacement	\$ 14,000				
BPD-FY26-001-CAD/RMS System (\$500,000 financed)	\$ 111,313				
DPW-FY26-003-3 Recycling 30-Yard Roll-Off Container	\$ 18,975		xxxxxxx		
<b>Unalloctaed from CIP as of 9/2/2025</b>	<b>\$ 150,722</b>		\$ 451,422.00		