



City of Biddeford
Capital Projects / Operations Committee

March 12, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

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Meeting ID: 944 7382 1344

Passcode: 121133

1. Roll Call
2. Adjustment(s) to Agenda
3. Approval of Minutes
 - 3.a 20250108 Minutes
4. Old Business
5. New Business
 - 5.a Recreation Facilities Update
6. Adjourn

City of Biddeford
Capital Projects/Operations Committee
January 8, 2025 6:00 PM
City Hall, Council Chamber

Meeting Minutes

1. Call to Order – 5:07 PM

2. Roll Call

Councilor Liam LaFountain, Chair, Councilor Marc Lessard, and Dominic Deschambault were Present. Councilor Doris Ortiz and Daniel Boucher is absent.

Staff in Attendance:

James Bennett

2. Adjustments to the Agenda - None

3. New Business

5a. Discussion: General Update

City Manager James Bennett provided the Committee with a general update on the status of the City's finances, the status of the audit and the ongoing work that is being done. The City Manager announced that Gerry Matherne has recently come back as the Finance Director and noted that the last time the City's books were reconciled was June of 2022 when Gerry left.

In June of 2022 the City had an undesignated fund balance of \$11.8 million, \$4.6 million for Capital projects, \$3.4-\$3.5 million for special projects and \$12.5 in borrowed funds for specific projects such as City Hall renovations, CSO and airport work.

The City Manager is working on a capital analysis for the audit that he hopes to have completed in February. FY22 was the first time the city exceeded the fund balance which triggered 12% of the total expenditure to be reallocated to capital.

Councilor Lessard asked about the \$7.1 million in dedicated funds in the presentation. The City Manager explained that there was approximately \$60 million in total commitment, all in with school and county funding it is closer to \$125 million but for these purposes, the 12% is based on an amount closer to \$70-80 million. Councilor Lessard offered a recommendation of allocating any additional capital funds as a buy down in the future instead of committing all the money at once. He clarified that his comments were not a criticism of the actions taken in the past.

The City Manager mentioned that many communities made assumptions during Covid about impacts to municipal finances. Biddeford excise tax revenue actually increased. He noted that of the \$9.7 Million in ARPA funds, \$5 million was used for CSO work. The City Manager hopes to get it all cleaned up before he leaves for retirement.

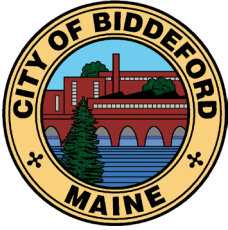
Brian did a lot of work getting all the funds in order. The City had capacity to do projects and the city did not have to borrow the full amount for the CSO work. He believes there will be an operational surplus and there is enough information for the Council to make solid decisions. He noted that the Finance team is working hard.

Council President LaFountain thanks the City Manager and Finance for all their work and reiterated that the committee wanted a better understanding for what has gone unfunded and hopes the committee will be able to make informed decisions going forward.

5B. Rotary Skate Park update: The City Manager stated that the Director Lisa Thompson provided an update to the committee. They want to engage a skateboard design person to be able to put out an RFP. Councilor LaFountain said there have been some rumors floating around regarding some work being done at the Forest Green Apartments and that we may not be able to have a skatepark as a result. The City Manager noted that the work being done there is private property and is separate from the work being done.

Councilor Lessard thinks there should be a robust community discussion about all of these projects including the skate park but also the work of the JFK Re-use committee. He stated that he thinks all of these discussions should come to City Council. Many of the ideas that came to that committee had merit but thinks the Council should be looking at all the options across the city. He said it's a worthwhile exercise for council to look at all the properties.

4. Adjourn: motion to adjourn by Dominic Deschambault, Seconded by Councilor Lessard – motion passes



City of Biddeford

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March 12, 2025

To: Liam LaFountain, Council President and members of the Capital Projects/ Operations Committee
Brian Phinney, Acting City Manager
From: Lisa Thompson, CPRP, Recreation Director

Updates on Recreation Facilities

Please see my attached report detailing the facilities that the Recreation Department oversees. In addition to the attached excel documents, I have added detailed information requested by the committee to provide a complete view on the ongoing issues, needs and limitations of each facility.

Community Center:

Space & Utilization Capacity: The Recreation Department has outgrown its space. We are currently serving 125 children per day in our after school and camp programs. Space restrictions keep these numbers to 125 per day, but we receive inquiries daily from parents needing after school care that we cannot accommodate. The Rec. Dept. Has the capacity to serve more children if we had the space. This doesn't include programs we are offering in sports, adult programs, fitness, and older adults.

Parking: Parking has become a huge issue at this facility. Many days, the parking lot fills up, leaving patrons of the many programs to park on the streets surrounding the Community Center. Because the CC takes up one full block, there is no room to expand our parking.

Future Growth Considerations: The Recreation Department is becoming limited in what we can offer due to lack of space and parking.

Shared Multi use Areas: The Community Center is home to Biddeford Adult Education, Meals on Wheels, Lakermesse, St. Louis Alumni, the 50+ Club and the Biddeford Cultural and Heritage Committee, who all have meeting or office space. BAE uses their space every day, Monday- Friday. Meals on Wheels uses their space 2-4 days per week. 50+ Club uses their space 2-3 days per week. The other groups may use their space monthly for meetings or as little as a few times a year.

Technology and Equipment needs:

Building Technology Infrastructure:

Because of the age of the building, technology has some spotty areas.

Specialized Equipment/ Storage and Support: The Recreation Department would greatly benefit from a commercial kitchen for events and programs. Storage is always a necessity and we currently do not have enough storage for all of our supplies and equipment. We have had to be very creative with office space, which is now at capacity.

Operational and Community Impact

Public Accessibility & Use: We do not have an automatic handicap accessible door in the building. The ramp to access the building is very narrow and its incline is dangerous, especially in the winter. There is no good space to provide a welcome desk or information desk area so that the public can be greeted and find information for the building.

Emergency Preparedness and Resiliency: The Community Center does not have a generator.

Security Considerations: The Community Center has no security system. Some doors, but not all, require a badge for access.

Energy Efficiency and Sustainability:

Insulation & Weatherization: The Community Center has no insulation in the attic, which makes it hard to keep in heat. It is unknown what other insulation is in the building. Windows are old and many are very drafty and in need of replacement.

Lighting Systems- Adequate for this building. There are no outside emergency lights and per codes, this needs to be addressed.

Heating and Cooling Efficiency- The building is hard to keep warm or cool due to its age.

Renewable Energy Opportunities- There has been so much focus just keeping the building usable that this has not been a topic of conversation.

Community Center	Recurring Maint?	Backlogged repairs	General Condition	Estimate- Quote	Notes
ADA Compliance					Some needs met
Community Center- roof Clark Street side	Yes	yes	Poor	\$ 8,000.00	
Community Center- roof Myrtle Street side	Yes	yes	Poor	\$ 8,000.00	
Community Center- main roof	yes	yes	Poor	\$ 35,000.00	
Siding in Gym- removed and replaced	no	yes	good	\$ 25,000.00	Code Deficiency
Boiler- HVAC work	Yes	yes	Poor	\$ 439,000.00	See attachment from Godbout H/P
Paint room Storage	no	yes	none	\$ 1,500.00	Code Deficiency
Hallway to boiler room- needs fire barriers inatalled	no	yes	N/A	\$ 3,000.00	Code Deficiency
Security camera system	N/A	yes	none	\$ 60,000.00	
A/C heat pump replacment- Auditorium	yes	yes	poor	\$ 8,900.00	
Repaving parking lot Myrtle st	yes	yes	poor	\$ 55,000.00	
Exterior window replacement	yes	yes	Poor	\$ 320,000.00	
exterior emergency lights	N/A	yes	none	\$ 10,000.00	Code Deficiency
upgrade fire alarm system	Sometimes	yes	N/A	\$ 15,000.00	obsolete system
stair handrails and guardrails	N/A	yes	none in places	\$ 9,000.00	Code Deficiency
ADA exterior door hardware	N/A	yes	none	\$ 8,000.00	
flag pole lights	yes	yes	poor/ none	\$ 500.00	
water cooler replacements	N/A	yes	none	\$ 7,000.00	
back up sump pump sprinkler room	yes	yes	poor	\$ 1,200.00	installed in 2025
heat pipe repairs ground floor supply	yes	yes	poor	\$ 1,800.00	
plumbing repairs ground floor supply	yes	yes	poor	\$ 1,800.00	
interior painting- main floor and Rec. Lobby	N/A	yes	peeling, flaking		
Playground	Yes	yes	poor	TBD	Playground needs upgrades - RFP in development
New flooring Rec lobby and staff area	no	yes	none- sub floor	\$ 10,000.00	
Total				\$ 1,027,700.00	

Facility	Backlogged repairs	General Condition	Specific Needs	Notes
Rotary Park				
Bath house	yes		septic, door replacement, plumbing	
Dog Park	yes		new fencing needed, drainage issues	currently volunteer funded - need to address for future
Martel Field	yes		lights and poles, backstop and fencing needed	
Parking Lots	no			
Redmond Field	no	Fair	resurfacing needed, becoming unsafe	glass and dump debris showing up on play surface
Disc Golf	yes		new basket, new tee pads (sponsored)	
Teen Center				
Siding and trim repairs	yes		shingles are falling off	
Replace front and back doors	yes			
Air conditioner	yes		update to multi split for more efficient costs	
Interior painting	yes		updating needed	
Security cameras	yes		none at this time	
Install ventilation	yes		needed in kitchen area so that a working stove can be used for programs and classes	
St. Louis Fields				
Fencing fields 1 and 2	yes			
Field # 2 netting	yes		needs to be repaired	expensive to maintain
Lighting upgrades	yes		assessment done October 2024	many bulbs need replacing
Mayfield Building				
Stairs and ramp repaired/ replaced	yes		window replacement needed	
Interior bathroom partitions replaced	yes			
Security camera needed	yes			
Mayfield Courts				
Needs resurfacing (both courts)	yes		pickleball lines and resurfacing	
Clifford Park				
Needs resurfacing (basketball court)	yes		erosion and cracking in asphalt	
Needs resurfacing (tennis court)	yes		pickleball lines and resurfacing	
Clifford Park Skate area				
	yes		starting to see safety issues with cracks and breaks in asphalt	
Clifford Park Trails				
	yes		master plan needed	
Doran Field				
	no		timers on doors	
Boucher Bath House (Pool Beach)				
	yes		new bath house needed	

Facility	Recurring Maint?	Adequate Space	Future growth	Shared use	storage needs	Sp. Equip support	Backlogged repairs	Access / Public use	Emer. Preapred	Security	Insulation	Lighting	Heat / Cooling	Renewable Energy	General Condition	Specific Needs	Notes
Rotary Park Bath House	yes	yes	no	yes	yes	yes	yes	needed	no	no	N/A	none	none	N/A	good	new septic needed, new security doors , plumbing updates	
Rotary Beach	yes	yes	yes	rentals	no	yes	no	needed	no	no	N/A	none	N/A	N/A	good	new gate needed	
Teen Center	yes	yes	no	rentals	no	yes	yes	needed	no	no	unk	good	needed	possible	fair	new siding, interior updates, working kitchen	
St. Louis Fields	yes	no	yes	rentals			yes	needed	no	no	N/A	yes	N/A	possible	good	needs bleachers/ better viewing, lighting upgrades	
Martel Field	yes	yes	no	rentals			yes	needed	N/A	N/A	N/A	adequate	N/A	possible	good	new backstop and fence	
Mayfield Building	yes	yes	no	no	no	no	yes	needed	no	no	no	none	none	possible	fair	window replacement needed, bath room aprtitions, new steps	
Mayfield Courts/ Park	yes	no	yes	public	no	possible	yes	needed	N/A	no	N/A	yes	N/A	possible	fair	cracks in courts, needs resurfacing and pickleball lines	requests for more pickleball courts
Clifford Park	yes	yes	no	public	yes	yes	yes	needed	N/A	no	N/A	no	N/A	possible	good	Master plan needed; conservation easement	
Doran Field	yes	yes	no	yes	yes	no	no	needed	N/A	no	N/A	N/A	N/A	possible	very good	Timers on doors	
Boucher Bath House (Pool Beach)	yes	no	yes	no	yes	yes	yes	needed	N/A	no	N/A	N/A	N/A	possible	NA	New bath house needed	