



**City of Biddeford
Recreation Commission**

September 16, 2026 at 6:00 PM
J. Richard Martin Community Center Room 2 & Teams

Join Teams Meeting

Online <https://teams.microsoft.com/meet/269761975847837?p=MOIHfD0EKjv6tj8PRs>

Meeting ID: 269 761 975 847 837

Passcode: 6CQ63My6

1. Call to Order
2. Approval of Minutes
 - 2.a Minutes, 6.16.2026
3. Recreation Department Report
4. Community Group Liaison Updates
 - 4.a Little League MOU
 - 4.b St. Louis Field- name update
5. New Business
 - 5.a Community Center Leases
6. Other Business
 - 6.a City Employee Discounts -Recreation Programs
 - 6.b 315 Main Park update- name change
 - 6.c 2026-27 Goals- discussion
7. Public Addressing the Commission
8. Adjourn

Recreation Commission meeting Minutes

June 16, 2026

Meeting called to order at 6:01pm by Kathryn Lagasse

Members present: Kathryn Lagasse, Elisha Gallant, Lauren Giddings, Peter Harrison.

Absent: Andy Kaherl, Mark Poirer

Quorum has been established.

Minutes from May meeting Motion to approve by Elisha Gallant, Seconded by Lauren Giddings. Unanimously approved. 4-0

Recreation Director Lisa Thompson shared the Department report. Recapped:

- Summer programs starting next week.
- Carry in Carry out going on- some challenges with dog waste.
- Field rentals are increased.
- Welcome Liam McGinley, new Program Assistant
- LWCF application is almost ready for submission
- Maine Trails Program Grant application is due July 19.

New Business:

Discussion regarding summer meetings. In the past the Rec Commission has not met in July or August.

Lauren Giddings made a motion to reconvene meetings in September. Seconded by Elisha Gallant. All in favor 4-0.

Old Business:

Naming of 315 Main. The commission came up with four options:

- Pride Point Park
- Tiger Green
- Millstone Commons
- Community Corner

The commission asked if the Recreation staff could weigh in on the top four. Lisa will do a poll of the staff and report back via email to the commission. Kathryn will forward information to the Mayor once we poll the staff.

Meeting adjourned at 6:29pm

Re: St. Louis Alumni Field sign

From Roger Normand <rlnormand@me.com>

Date Wed 9/2/2026 6:35 PM

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

Cc Mike Pendergrass <dmikependergass@gmail.com>; LaFountain, Liam <Liam.LaFountain@Biddefordmaine.org>

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

Yes, of course, Lisa.

Biddeford has a number of places named after historic figures - McArthur library, Shaw house, Webber Hospital, and of course Brother Richard field across BHS (the Athletic Director at St Louis who took the same role at BHS when St Louis closed in 1970), to name a few. Calling it St. Louis Field is ambiguous. Was St Louis a person? A company? A religious icon? Appending "Alumni" as it was originally named and subsequently purchased by the city recognizes its origin, and adds the missing historical context to the Field.

Thanks Lisa,

Roger Normand,
Chairman, St Louis Alumni Association
207-604-6638
Sent from my iPad

On Aug 31, 2026, at 5:17 PM, Thompson, Lisa <Lisa.Thompson@biddefordmaine.org> wrote:

Hi Roger:

Thank you for sharing this. If you are okay with it, I will include it in the agenda packet for the commission.

Thank you~

Lisa Thompson, CPRP
Recreation Director
City of Biddeford
189 Alfred Street
Biddeford, ME 04005
207-283-0841

From: Roger Normand <rlnormand@me.com>
Sent: Monday, August 31, 2026 3:29 PM
To: Mike Pendergrass <dmikependergrass@gmail.com>
Cc: Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>; LaFountain, Liam <Liam.LaFountain@Biddefordmaine.org>
Subject: Re: St. Louis Alumni Field sign

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Thanks, Mike, for staying on top of this.

As you know, the St Louis Alumni has made substantial contributions over its 86 years to area youths in athletics, scholarships, and community projects. Our single largest donation was \$50,000 for the renewal of the Biddeford High School fitness center this year and naming it St. Louis Alumni Wellness Center. As we transition to an endowment to continue these donations in perpetuity under the Biddeford Education Foundation, it's important that we honor the vision of our Alumni predecessors who bought and established the field, then when St. Louis High School closed in 1970, sold it to the city of Biddeford as St. Louis Alumni Field. It's unclear why the name was shortened, but we best honor that past by reverting the field to its original name.

Roger Normand
Chairman, St. Louis Alumni Association

Sent from my iPad

On Aug 31, 2026, at 10:51 AM, Mike Pendergrass <dmikependergrass@gmail.com> wrote:

I will be there.

On Mon, Aug 31, 2026, 10:49 AM Thompson, Lisa <Lisa.Thompson@biddefordmaine.org> wrote:
Mike:

They may have questions; no guarantees that they will. If someone from the Alumni Association could be there to answer questions, it would be helpful.

Thank you~

Lisa Thompson, CPRP
Recreation Director
City of Biddeford
189 Alfred Street
Biddeford, ME 04005
207-283-0841

From: Mike Pendergrass <dmikependergrass@gmail.com>
Sent: Monday, August 31, 2026 10:25 AM
To: Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>
Cc: Roger normand <rlnormand@me.com>; LaFountain, Liam <Liam.LaFountain@Biddefordmaine.org>
Subject: Re: St. Louis Alumni Field sign

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Do you suggest I be there to answer any questions? I am available.

On Mon, Aug 31, 2026, 10:22 AM Thompson, Lisa <Lisa.Thompson@biddefordmaine.org> wrote:
Hi Mike:

The Recreation Commission will be voting on the name change at their Sept. 16th meeting. The meeting will be held at 6pm at the Community Center and it is open to the public. This is the process as set forth by Mayor LaFountain, and according to city policy.

I don't see this being a problematic vote, but it does need to go before the commission, and they may have questions or discussion.

Please let me know if you have any questions.

Thank you~

Lisa Thompson, CPRP
Recreation Director
[City of Biddeford](#)
[189 Alfred Street](#)
[Biddeford, ME 04005](#)
207-283-0841

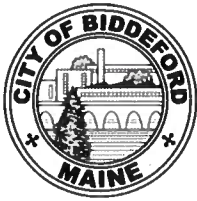
From: Mike Pendergrass <dmikependergrass@gmail.com>
Sent: Monday, August 31, 2026 9:56 AM
To: Thompson, Lisa <Lisa.Thompson@biddefordmaine.org>
Cc: Roger normand <rnormand@me.com>
Subject: St. Louis Alumni Field sign

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Good morning

No doubt you have reviewed the proposed signs for St. Louis Alumni Field #1 and #2. The Alumni Association would like to proceed in the month of September installing the new signs. From all the correspondence I've seen from the Mayor to your office, you have the singular authority, with Recreation Commission approval, to revert the field name back to the original designation when the city bought the field in 1983. The Alumni's next BOD meeting is September 9th, and I would like to present your positive response at that time. I will be in the building on Wednesday and would be available after Bingo if you feel it necessary to meet.

Mike Pendergrass
Vice Chairman
St. Louis Alumni Association



Capital Projects / Operations Committee

Meeting Date: April 8, 2026
Meeting Time: 6:00 PM
Agenda Item No: 5.a
Item Description: Community Center Leases
Submitted By: Lisa Thompson, CPRP, Recreation Director

Key Terms:

Executive Summary:

To provide additional information regarding lease agreements for 5 tenants utilizing space at 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 have been evaluated and are outlined in the accompanying documents:

Option 1: Implement monthly rental fees for existing leaseholders.

Option 2: Transition the facility toward shared community-use spaces.

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

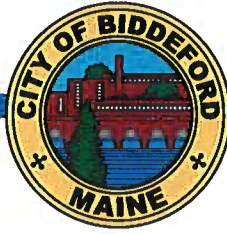
Department programming and broader community use. With additional space, the Recreation Department will be able to expand its out-of-school-time programs, increase capacity for children, and offer a wider variety of enrichment, family, senior, and intergenerational programs and services. Community committees, 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 will proceed with the next steps in accordance with the direction provided by the Capital Operations Committee.

Attachments:

1. Community Center Lease agreements 4.8.2026
2. Lease monthly annual costs JRMCC



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.

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

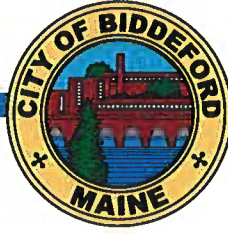
Key Details

- 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.

Lease cost per square footage				
Group	Cost per Sq. ft.	Square Feet	Monthly cost	Annual Cost
Meals on Wheels	\$ 0.50	812	\$ 406.00	\$ 4,872.00
50+ Club	\$ 0.50	870	\$ 435.00	\$ 5,220.00
Lakermesse	\$ 0.50	1587	\$ 793.50	\$ 9,522.00
St.Louis Alumni	\$ 0.50	667	\$ 333.50	\$ 4,002.00
BCHC	\$ 0.50	470	\$ 235.00	\$ 2,820.00
Total annual				\$ 26,436.00
Meals on Wheels	\$ 0.75	812	\$ 609.00	\$ 7,308.00
50+ Club	\$ 0.75	870	\$ 652.50	\$ 7,830.00
Lakermesse	\$ 0.75	1587	\$ 1,190.25	\$ 14,283.00
St.Louis Alumni	\$ 0.75	667	\$ 500.25	\$ 6,003.00
BCHC	\$ 0.75	470	\$ 352.50	\$ 3,906.00
Total annual				\$ 39,330.00

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.

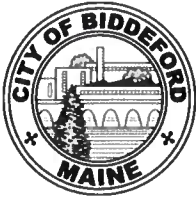
Kenneth Griffin asked about swing space – are there other opportunities for storage space in other areas of the city? Scrub the properties to see what's available. Councilor Cote said he would appreciate a meeting at the community center so they can see the space. Members of the groups said they use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



Capital Projects / Operations Committee

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.

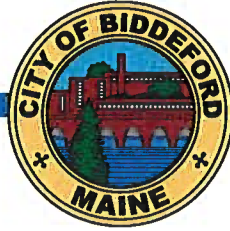
Transitioning to shared spaces will create significantly more availability for both Recreation Department programming and broader community use. With additional space, the Recreation Department will be able to expand its out-of-school-time programs, increase capacity for children, and offer a wider variety 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.

Option 1: Renew Leases and Charge Rent

Eligible Groups

- Meals on Wheels
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- Parent/child groups
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- Community Dinners

Timeline • All leases expire December 31, 2026

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Key Details

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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

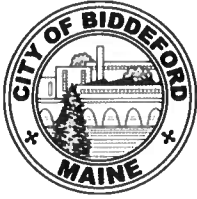
- Priority 1: No rental fee
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Nonprofit Documentation Required • Proof of nonprofit status

- 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.



Capital Projects / Operations Committee

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.

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.

City of Biddeford

Capital Projects/Operations Committee

July 8, 2026

Meeting was called to order at 6 pm

Roll Call- Councilor Lessard, Councilor Cote, Councilor Doughty, Ken Griffin

Excused- Dominic Deschambault

Adjustments to the agenda-none

Motion to approve the minutes of the June 10, 2026 meeting by Councilor Cote

Seconded by Councilor Doughty

Passed unanimous

4.a Community Center Leases

Director Thompson reviewed the lease proposal to change the exclusive room use by the 5 lease holders to a shared use model. The users would still have space available to them at no charge, but it wouldn't be exclusive use of the room. She noted that there is a demand for more programs and the space is needed. Other organizations have asked about using space at the community center.

Representatives from the 50 Plus club, La Kermesse, St. Louis Alumni, Biddeford Cultural and Heritage Committee and Meals on Wheels spoke in opposition to the proposal. They have artifacts, arts and crafts, furniture, games, frozen food etc. and have no other place for it to be stored.

Motion to send the Shared Use Model Lease proposal to the City Council for review by Councilor Doughty

Second by Councilor Cote

Passed Unanimous

DPW Director Demers reviewed the Capital Budget balances and expenses from the FY26 budget. There is a balance of \$451,422. The committee agreed to not make any decisions on use of that money until the audit is complete.

Motion to enter executive session per Title 1 MRS 405 (6) E- legal matters by Councilor Doughty

Seconded by Councilor Cote. Attorney Perruzza was in attendance.

Passed Unanimous

The committee entered Executive session at 7:00pm

Motion to come out of executive session by Councilor Cote

Seconded by Councilor Doughty

Passed unanimous

Committee exited Executive Session at 7:48pm

Motion to adjourn by Councilor Cote

Seconded by Councilor Doughty

Passed unanimous

Meeting adjourned at 7:48pm

City of Biddeford Employee Discounts for Recreation Programming

Purpose: The purpose of this policy is to define a discount program available to City of Biddeford employees and their direct family members applicable towards Biddeford Recreation Department programs.

The Recreation Department is committed to supporting colleagues who serve the City of Biddeford by providing affordable cost options for employees and their families to access recreation programs and services. Recreation is essential to employee well-being, and engagement in local programs fosters a meaningful connection to the community they proudly serve.

With approval from the City of Biddeford Policy Committee and support from Biddeford City Council, the Biddeford Recreation Department is pleased to offer eligible City of Biddeford employees a 50% discount towards program registration fees and facility rentals at The Clubhouse for themselves and direct family members as outlined by the following terms and conditions.

Eligibility: this section defines discount eligibility for participation, and which types of recreation programs may be discounted.

Employees:

- Discount applies to active City of Biddeford employees from any department/location.
- Discount applies to all levels of employees: union, non-union, full-time, part-time, temporary*, and seasonal*.
- *Temporary and seasonal employees must be actively employed by the City—on the payroll and working—at the time of registration and during program dates.

For the purpose of this policy, a “Direct Family Member” is defined as:

- The employee;
- Spouse; and/or
- The dependent(s) of an employee

Eligible Recreation Programs and Services include:

- Child-care based programs: after care and summer camp tuition fees
- Youth and Adult Sport Programs or Leagues

- Off-Season Facility Rentals at The Clubhouse, located within Rotary Park at 550 Main Street (available September-May annually; ideal for small gatherings and celebrations)

Ineligible Programs include:

- Contracted services
- Discounted tickets sold through the Recreation Department for local amusement parks
- Annual enrollment fees for after care and summer camp programs – used to off-set costs for apparel issued and activity materials for participants, range in value from \$25-50
- Drop-in program/sport fees
- Bolder Program ticketed trips – *reductions may be available at-cost; contact the Recreation Department for exclusions*

Verification and Approval Process:

1. **Form:** City of Biddeford employees will request an Employee Discount Verification Form either by contacting the Recreation Main Office or emailing the Recreation Department at recreation@biddefordmaine.org.
 - a. This form is to be completed by the employee and signed by their Department Director or a direct supervisor confirming their active employment status.
 - b. Completed forms are to be submitted to the Recreation Department either in person at the Recreation Main Office or by email to recreation@biddefordmaine.org.
2. **Online Household Account:** all Biddeford Recreation programs enroll or register through the online system at www.biddefordrec.com. City employees must create a household account and add their eligible family members to this account to register for programs.
3. **Discount:** once an Employee Discount Verification Form is received at the Recreation Department, a membership discount of 50% will be applied to their online household account. All eligible programs offered through the Recreation Department will be discounted automatically for eligible family members during the online check-out process.
4. **Payments Process:** all applicable program payment deadlines, payment plans, automatic billing, etc., as defined by the Biddeford Recreation Department must be followed to maintain discount and enrollment eligibility.

Separation of Employment: Upon separation of employment with the City of Biddeford or conclusion of active employment dates for temporary and seasonal staff, the discount feature will be deactivated in the online account. Department personnel who have authorized an employee's Employee Discount Verification Form should inform the Recreation Department of this change status.

- If a discounted payment has already been applied for a singular enrollment program that is still "in-season", no additional fees will be due.
 - Example: a discounted Fall Youth Sports registration fee is paid in August by a summer seasonal employee whose contract concludes on Labor Day and the sports season is extended through October.
- If a discount has already been applied for a program that has extended payments, the discount will be removed from automatic billing should employment conclude.
 - Example: a discounted annual payment plan is established for the monthly tuition of Cub Care after school care; should the employee separate from the city prior to the end of the school year, future remaining payments will be billed at the standard rate.

City of Biddeford Recreation Programs Employee Discount- Financial Impact

Overview

The Recreation Department is proposing a 50% employee discount for eligible Recreation programs. The purpose of this proposal is to provide a meaningful benefit to City employees while utilizing Recreation Department programs as an employee recruitment and retention tool. By reducing the financial burden associated with youth programming, the City can support working families and further demonstrate its commitment to employee well-being.

This benefit would also encourage participation in City recreation programs while maintaining the financial sustainability of the department.

Financial Impact

Cub Care for grades K-5 (Biddeford students only)

- Monthly cost: \$375.00
- Employee discount (50%): \$187.50 per month
- Approximate employee registrations per year: 10
- **Annual program cost: \$18,750.00**

Summer Camp for grades K-8

- Cost for eight-week program: \$1,600.00
- Employee discount (50%): \$800.00
- Approximate employee registrations per summer: 10
- **Annual program cost: \$8,000.00**

Vacation Camp for grades K-5

- Daily cost: \$65.00 Most camps are 4 days during school vacation week.
- Employee discount (50%): \$32.50
- Approximate employee registrations per camp: 10
- **Cost per camp session: \$325.00**
- Three vacation camp sessions per year
- **Annual program cost: \$975.00**

Youth Sports Programs

The following youth sports programs would qualify for the employee discount:

- Youth Soccer (Pre-K through Grade 6)
- Youth Field Hockey (Kindergarten through Grade 6)
- Recreation Basketball (Pre-K through Grade 6)
- Flag Football (Pre-K through Grade 5)

- Floor Hockey (Grades 1–2 and Grades 3–5)
- Tiger Track Program (Grades 1–5)

Discount: 50% off the registration fee

- Average discount per participant: \$30.00
- Approximate employee registrations per program: 10

Annual program cost: \$2,100.00

Total Estimated Annual Cost

Program	Annual Cost
Cub Care	\$18,750.00
Summer Camp	\$8,000.00
Vacation Camp	\$975.00
Youth Sports	\$2,100.00
Total	\$29,825.00

Funding and Reporting

The cost of the employee discount program would be covered through revenue generated by recreation programs. The Recreation Department generates an annual revenue clearance of approximately \$200,000 through its programs. The estimated annual cost of the proposed employee discount program, approximately \$29,825, would be funded through this existing revenue and enterprise funds, requiring no additional tax dollars.

To ensure transparency and evaluate the effectiveness of the benefit, the Recreation Department would prepare quarterly reports outlining:

- Program participation and utilization
- Quarterly costs
- Year-to-date expenditures
- Annual program costs

These reports will allow the City to assess both the financial impact and the overall use of the employee discount program.