



**City of Biddeford
Citizens' Advisory Committee**

April 23, 2025 at 5:30 PM
City Hall Second Floor Conference Room & Zoom

Join Zoom Meeting Online
Or call in by phone: +1 312 626 6799
Meeting ID: 996 1793 5076
Passcode: 900503

1. Call to Order
2. Approval of Minutes
 - 2.a February 26, 2025 Meeting
3. Project/Program Update
 - 3.a PY25 Budget Discussion
4. Other Business
 - 4.a McArthur Library Presentation
5. Adjourn

02.26.25 CAC Meeting Minutes

1. Call of Order at 5:34 PM

- a. All present.

2. Discussion Items

a. Recommendations for allocating \$255,000

- i. We need to have a conversation about what the caveats for our recommendations.
- ii. Specific projects need to be brought to counsel to approve.
- iii. It would be helpful for CAC to see what other portions of the budget could also go toward the library project. Is the city giving other budget lines to these particular projects?
- iv. Community use needs to be prioritized regarding parks. People want a destination playground in Biddeford, that's what the money was allocated for. Then it turned into investing in 4 different places.
- v. People wanted a destination playground, not one swing here, extra thing there, etc. They also wanted to include equipment for children with disabilities.
- vi. Liah would rather have project idea set than go forward with something not fully planned.
- vii. There is a need for clear direction moving forward.
- viii. There are project meetings every Monday afternoons for the city department heads.
- ix. 250 will be going toward playgrounds of some sort, but we can define what our goal is for that funding. Do we still have that public input from the destination playground idea?
- x. What's the goal of the process if they are putting an RFP out for design for just the community center
- xi. Design build vs just design RFP
- xii. Community meetings to discuss proposals of design process - led by staff, contractor would attend, or company could put on the community presentation
- xiii. Council needs to design what the process is going to look like
- xiv. Should we email council from CAC about the process issue – we should start with Lisa – an email to her would be our first step.
- xv. The library: there's more masonry work to be done. Council told the library that they would find funding for a capital project, there was some confusion on this. Liah feels the elevator is the easiest project to start with. There is some separate pre-allocated funding source for the library from the general fund. They haven't received the other \$250K they were sort of promised. The library hasn't been mean to us about the city sort of promising them this money, but it is very concerning that the council did this.

- xvi. We need to keep community engagement at the forefront of the process with Lisa – lead a listening session or get feedback (we would do that, or a facilitator could do that.) A facilitator could keep the pieces together.
 - xvii. Council allocated \$255K toward public facilities and infrastructure, separate from playground \$250K (originally from CIP, backfilled by CDBG funds, because those funds went to the seeds project)
 - xviii. % recommendation to library vs playground – and goals of/ for each project
 - xix. We would like to have more conversations with the library, and they would be willing to come and speak to us. Talia has recommended we invite them to our next meeting.
 - xx. Liah thinks that we should prioritize elevator. The list sent to us what not in order of priority or importance.
 - xxi. Talia: Motion to invite library to our next meeting.
 - 1. Liam second.
 - 2. Unanimous vote. Jessica will do this.
 - xxii. Liah will have a quick conversation with Lisa too to get an idea of where she is at as well on the park side of things. Jessica can reach out as well. Talia recommended they both reach out for their separate purposes. We need to learn Lisa's process.
 - xxiii. Tabled voting on exact recommendations, but we unanimously agree that the parks and the library are our focus buckets.
- b. Budget Request for public engagement
- i. If we want to have people come to an event with food, etc., we should ask for nominal money from the city (planning and economic development committee line item)
 - ii. Committees are being treated as part of department budget.
 - iii. Liam recommends \$500 for us to have some money for a community event.
 - iv. Liam motioned for \$500 to ask for in the FY26 budget for community engagement for the CAC. Liah second. Unanimous vote to do this.
- c. PY25 Budget
- i. We need to think about this, we already know admin, are we going to divvy up and think about this. Jessica will put together a proposed budget for voting. We are anticipating a decrease given federal funding cuts.
 - ii. Liah requested an updated break down of what the money is doing.
 - iii. JFK committee voted out a report, has not yet been presented to council.
 - iv. Needs to be approved at the next meeting, we will be looking at how we want to break up infrastructure bucket. We will get updated CIP list soon and if it is CDBG eligible.
 - v. Jessica will send out the buckets to us to consider tomorrow morning.
 - vi. Program year runs July 1 – June 30.
3. Project/Program Update
- a. 2019 Lead Grant Closeout

- i. Any outstanding housing projects not the lead grant? No. We have not had any.
 - ii. CDBG money has previously gone into the Lead projects. It was due Oct. 2023. Gail did a presentation on this sometime last year. We have Friday as a drop-dead deadline from HUD to close out the grant. We need to draw down \$300K. It may take up to 9 days to process Gerry's access. The 300K has been spent, the paperwork just hasn't been finalized. This will have to come back to the city to pay this if the city loses this funding. The 2022 grant is on pause – due to it never being set up in HUD's system. They are not recognizing that we have a work plan. We can't continue with this grant right now. One of our staff has been moved down to finance because we can't pay staff out of lead grant now. They are now advertising housing rehab grants. Not sure if he's getting interest from that yet or not.
 - iii. We want an update on how the housing rehab projects are being managed.
 - iv. AARP and handy helper projects.
 - v. NCDA is amazing – brings up your representatives. They did a sign on letter to congress as well.
4. Other Business
- a. No food allergies. Talia is going to bring snacks.
5. Adjourn – at 6:55 PM, by motion of Talia. Second Liam. Unanimous.