

City of Biddeford
Citizens Advisory Committee
November 16, 2022 5:30 PM Second Floor Conference Room & Zoom
<https://biddeford.zoom.us/j/95571408790?pwd=KzNXSzg2T2NGOW8yN0s5ZkpQZi9GUT09>
Webinar ID# 955 7140 8790 Passcode #819949

Status: Citizen's Advisory Committee; 5:30 PM 2nd Floor Conference Room & Zoom

- 1. Open CAC Meeting**
- 2. Agenda Review**
- 3. Consideration of Meeting Minutes**
 - 3.1. Consideration of Meeting Minutes from October 26, 2022
[DRAFT - CAC Meeting Minutes - 10.26.22.pdf](#)
- 4. Discussion**
 - 4.1. Discuss whether to target timeliness (with easy to implement projects) or larger sale/longer term projects.
 - a. If longer-term, discuss what broad topics/programs to focus on
 - b. Review timeline for spending through May 2024
Social services plan
 - 4.2. Social Services Plan
- 5. Project/Program Update**
 - 5.1. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
- 6. Other Business**
- 7. Relevant Meeting/City Updates**
- 8. Adjourn**

City of Biddeford
Citizens' Advisory Committee
Wednesday, October 26, 2022 5:30PM
Topic: Citizens' Advisory Committee Public Hearing and Meeting

1. OPEN CAC MEETING

1. 5:32p – Bates call to order; quorum today

2. AGENDA REVIEW

1. Switch 4.2 and 4.1

3. APPROVE MEETING MINUTES

1. September 28 meeting
 1. Pg2. 2.1. – \$350-400,000 accurate number
 2. Move to approve with above adjustment: Scott; Second: Leah, as amended; Vote: unanimous [Edwards abstain]

4. DISCUSSION

1. Final plan for Apex
 1. CDBG HUD mandate as felt by Apex – isolate eligible students for service (homeless and at risk), and then cease service when they are housed. The tracking to serve students in HUD funding structure is not viable for Apex in this program.
 2. CDBG Alternative Proposal: Extended Learning Opportunity for 4-5 LMI students in job readiness program – performing as workers in the bike shop, to leave with skills. Apex has structure for support and training to make sure students succeed. Funding would cover the student stipends and Apex programmatic support.
 1. Question about overlap of currently served students: could be some, but also envision this as an expansion
 2. Small business collaboration: part of the program would be real businesses and employment opportunities
 3. Emphasis is on workforce job skills, the bike is the object for the learning, but there are other aspects of the work (marketing, e.g.), and emphasis on older teen retention to cultivate peer mentorship and leadership opportunities.
 4. Abigail will recalculate number and think about impact of project and double check with HUD representation; and could be considered “pilot” expansion of work. Will communicate with Apex to make realistic projection.
 5. Proposal will return to CAC for final consideration.
 6. Timeline to spend will be end of fiscal year (June 2023)

7. Can vote via email if needed (and/or will be considered at Nov 16 meeting)
3. CDBG-CV funds: Seeing spike in families in high need (expiration of ARPA and increasing in housing costs and loss of jobs/health/etc.), so tie to COVID need is clear with Apex families.
 1. 80% of funds must be spent by June 2023
 2. Remainder must be spent by 6 years
2. Discuss allocation and make final recommendation (CDBG funding)
 1. Williams Court lighting – very minimal cost ~\$1289; timeline spring (absolute maximum is \$4000)
 1. Move: Edwards; Second: George; Vote: Unanimous
 2. ADA – Bid for architects/design out, mid-December return.
 1. Delay vote waiting for bids
 2. Spending will happen in two parts: Consultant will be this fiscal year; construction next fiscal year
 3. Homelessness response (purchase/rehab of existing property, White Star building for shelter, tiny house/Pallet Shelter)
 1. Updates: We could allocate the funds for this use, but exact vote for use of funds would need to wait for city process
 2. Topic is within interim report for Affordable Housing Task Force
 3. Very ad hoc Homelessness Task Force does exist from community that is beginning to formalize a bit of its work
 4. Timeliness spending and draw down by May 1:
 - a. \$300-400,000
 5. Pallet quote: ~\$380,000 for the village 15-20 people
 - a. On city owned lot, e.g. Water St lot, Jefferson lot
 - b. End goal is transition into permanent housing, mandated by company who builds the pallet housing
 - c. Potential collaboration between York County Community Shelter (required collaborator)
 - d. Inquiry: Can they be sold (as they were purchased with HUD money)
 6. Two prong approach:
 - a. Current needs are here; are there smaller tangible steps we and others can take to improve the situation alongside City Council working on longer-term plan?
 - b. Contribute to the longer-term plan with other city bodies
 - c. Next steps – Government-side will prepare available budget and specifics, Leah will have packet ready on planning to consider at Nov 16 meeting

4. Promoting emergency repair program – program exists, but promotion has not begun, Gail oversees
 1. Potential for CDBG funds for advertise
 2. Web design; follow comp plan
 3. Availability at Clerk's office
 4. Moved along by Nov 16
5. Façade program
 1. Safety and accessibility upgrades
 2. Relatively inactive in Biddeford
 3. CDBG – 1) LMI area, service area of business; over 50%; 2) LMC – LMI business owner, 3) LMJ – job creation
 4. Put on hold for now,
3. Ward meetings recap
 1. Review and approve report to present to City Council
 2. Abigail will send it via email for review before Nov 9 Council meeting
- 5. PROJECT/PROGRAM UPDATE**
 1. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 1. Provided via email to CAC, see Appendix 1
- 6. OTHER BUSINESS**
 1. None
- 7. RELEVANT MEETING/CITY UPDATES**
 1. Nov 16, 5:30pm – next meeting, adjust for Thanksgiving
- 8. ADJOURN**
 1. Move: Scott; Second: Leah; Vote: unanimous (7:08pm)

Appendix 1

2/4 Unit Housing Rehab Program

11-13 Cutts:

- Project is complete.
- Rehab consisted of lead abatement, electrical and plumbing system upgrades, egress window installation and fall prevention work @ \$33,785/unit.

15 Porter St:

- Project will be complete when placement of new exterior steps occurs week of October 31.
- Rehab consisted of lead abatement, energy efficiency, fall prevention, fire prevention, and other health safety upgrades @ \$23,750/unit.

Emergency Rehab Assistance Projects

There have been a couple inquiries this month (from referrals) but no applications yet. I have been driving through neighborhoods identifying properties to research and follow up with re: this funding.

CDBG Match Funding for City's New Lead Grant

The City was awarded a second 4-year grant for lead hazard reduction and healthy homes work, this time for \$3.5 million. As part of the application, the City committed \$150K in housing rehab match funding to the Lead Grant. This amount is expected to leverage HUD's rehab investments in affordable units in Biddeford over the 4-year period. Specifically, the CDBG match dollars will be used to help abate 10-12 units of lead hazards in units not covered by the Lead Grant, while also addressing other necessary rehab issues. This match will be a boon to both the CDBG and HUD Lead Programs in the coming years.

ADA Transition Plan Items

The A&E bid for ADA Transition Plan improvements to City buildings will be released next week, with bids due back first part of December.

DRAFT