

City of Biddeford
Citizens Advisory Committee
September 27, 2023 5:30 PM City Hall Council Chambers & Zoom
<https://biddeford.zoom.us/j/97329994067>
Webinar ID# 973 2999 4067, Passcode #860372

Status: City Hall 2nd Floor Council Chambers and Zoom

- 1. Call to Order**
- 2. Review/Approve Meeting Minutes**
 - 2.1. July 26, 2023 Meeting
[CAC Minutes 7.26.23.pdf](#)
- 3. Program Updates**
 - 3.1. Community Engagement
 - 3.2. Acquisition/Rehabilitation Affordable Housing Development
 - 3.3. Year Six Action Plan Amendment
 - 3.4. CDBG-CV/PY2019 Action Plan Amendment
 - 3.5. PY2023 Social Services
- 4. Adjourn**

Citizen's Advisory Committee

City of Biddeford

July 26, 2023

Members present: Bates, Edwards, Schaffer, Turner

Staff member present: Wilson

- I. Open Meeting – 5:30pm in person and on Zoom (Bates)
- II. Approval of Minutes – table for August meeting
- III. Presentation of Phase II Public Input Process (Wilson)
 - a. Budget category decisions will guide participants in budgeting exercise
 - i. Top categories are: Affordable Housing, Homelessness, Infrastructure, Facilities
 - ii. Other categories: Economic Development, Services, Administration (latter two will be funded at their cap). Discussion to not include Economic Development as had been done in the past in response to Phase I public input.
 - iii. Discussion: include other city projects that can fulfill some of the Phase I input (Schaffer); increase collaboration across city departments and committees to ensure that public input is heard (Wilson); incorporate subcategories/more precision into Phase II survey to maximize efficiency (Bates); include open-ended questions for more expansive input (Turner)
 - iv. Action Items:
 1. Summary of categories and subcategories, along with ongoing city projects (e.g. Pearl Point Park) will be developed by Edwards and sent as a draft to CAC.
 - a. This will form the basis for Phase II survey.
 2. Wilson will include a map of LMI areas as well as prior CDBG funded projects to inform the Phase II survey.
 3. Wilson will communicate with city marketing to tease/promote the upcoming Phase II survey (as it will only be open for 2 weeks) to make sure people fill it out in the shorter time frame.
- IV. RFP Development for Property Acquisition (Wilson)
 - a. Wilson and Wilkerson sent to HUD for review and comments
 - b. Staff will send word to CAC as soon as those are received
 - c. Once finalized, it will be publicly noticed and outreach will occur
- V. Workout Plan (Wilson)
 - a. April 2024 is deadline for spend down
 - b. August 2023 meeting will include RFP scoring rubric and finalize timeline
 - c. Turn around will be fast on RFP, CAC review/scoring, presentation to Council for final vote. End of September 2023 is the goal
 - d. If no eligible RFPs come in, then CAC and staff will explore supplementary projects from CIP, and will amend action plan to fit new spending categories to ensure timeliness

Staff will bring potential spending category list (CIP) to next CAC meeting to be voted on, to streamline that process should RFP response not be adequate

- VI. HUD Monitoring (Wilson)
 - a. All findings amended and returned to HUD representative, met deadline
 - b. Waiting for HUD feedback
 - c. In meantime, Wilson will continue to work on entire Policies and Procedures update that will assist in upcoming Con Plan
- VII. City Updates
 - a. Comprehensive Plan (Wilson)
 - i. Sent to State of Maine, expect November 2023 feedback
 - ii. This will inform the April 2024 Con Plan for HUD/CDBG
 - iii. Discussion at August CAC meeting to identify plan for completion and discuss other needs related to new Con Plan
- VIII. Other New Business
 - a. Scheduling amendment for August meeting: August 23 at 6pm (not 5:30pm) to meet request by CAC member
- IX. Adjourn (6:25pm)
 - a. Move: Turner, Second: Edwards, Vote: Unanimous