

City of Biddeford
Citizens Advisory Committee
May 11, 2022 5:30 PM Zoom:
May 11, 2022 05:30 PM Eastern Time (US and Canada)
Topic: Citizens Advisory Committee

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- 1. Open CAC Meeting**
- 2. Agenda Review**
- 3. Approve Meeting Minutes**
 - 3.1. Approve Meeting Minutes from April 13, 2022
[CAC 4.13.22.pdf](#)
- 4. Project/Program Update (10 Min)**
 - 4.1. Brief updates on CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 - 1) Amendments to current Action Plan
 - 2) Draft of upcoming Action Plan
- 5. Discussion (30-35 min)**
 - 5.1. Mapping/engagement (25 min)
 - 1) May 21 events
 - 2) Discussion of timeline, survey versions, and potential budget
 - 5.2. Communications (5-10 min)
 - 1) Discuss ways for CAC to use community engagement platform
- 6. Other Business**
 - 6.1. Discuss: June meeting date(s)-possible date change, possible special meetings on affordable housing and/or homelessness
- 7. Relevant Meeting/City Updates (10 min)**

7.1. Comprehensive Plan

7.2. Affordable Housing Task Force

7.3. Homeless Task Force

8. Adjourn

City of Biddeford
Citizens Advisory Committee – Minutes

April 13, 2022 5:30 PM Eastern Time (US and Canada)

Present: Cat Bates, Ronda Bey, Stephanie Edwards, Kaily George, Leah Schaffer, Loretta Turner

Absent: Doris Ortiz

Staff: Abigail Smallwood, Tim Boston

1. Open CAC Meeting – 5:35p
 - a. Cat Bates (Chair)
2. Review Agenda
3. Approve Meeting Minutes
 - a. Moved: Stephanie, Second: Leah, Vote: Unanimous
4. Relevant Meeting/City Updates (10 min)
 - 4.1. Budget
Abigail – still proceeding, budget still in formation; will inform CAC if submission changes
 - 4.2 Comp Plan update
Virtual public gatherings happening right now; still taking written feedback, direct to Abigail
Potential in-person meetings upcoming to finish out the process and fine details
Potential evaluation of process; improving the process as a “living” process
 - 4.3 Affordable Housing Task Force
Doris absent; Mat Eddy no longer with City so Gail will be taking over his staffing of the group
CAC potentially will be asked to offer specific actionable items as suggestions to that body
5. Project/Program Update
 - 5.1. Received via email prior to meeting (see below, from staff Gail Wilkerson)
6. Discussion (30 min)
 - 6.1. City communications update (Tim) – Citizen Lab is proposed vendor; the platform is focused on community engagement in city projects. Streamlined project-based pages for all relevant information.
 - 6.2. Subcommittee Updates
 - 6.2.1. Mapping/Engagement (Abigail) – Piloted first walk with UNE students; will adjust survey based on feedback. These will inform ward meetings – potential “place game” for those meetings (from Project for Public Spaces). Discussion about application of these tools across city work. Next activities are around Earth Day and then Mapping on April 30. Some activities will continue through Pollinators Festival on May 21.
7. Other Business
 - 7.1
 - 7.2 Help with Comp Plan: Data Analysis; advocacy for public engagement
8. Committee Member Recruitment/Nominees
None at this time
9. Adjourn
Moved: Leah; Second: Edwards; Vote: Unanimous

Appendix 1 –

Progress report for the 2/4-Unit Housing Rehab Program in lieu of delivering it at the meeting. Please let me know if you have any questions.

Unit Inquiries --No Application	33
Unit Applications	15
Units Denied (LMI % not met)	4
Units Approved	6
Units in Review	5
Units Inspected	6
Units Contracted	4
Units out to Bid	2
Units in Construction	4
Completed Units	0