

**DRAFT Minutes of CAC Meeting
March 22, 2023**

Attendees: Cat Bates, Leah Schaffer, Scott Whiting, Loretta Turner.
Absent: Stephanie Edwards, Rhonda Bey, Kailey George
Staff: James Bennett, Gail Wilkerson, Danica Lamontagne

I. Approval of minutes of March 1, 2023

Moved by Leah, seconded by Scott, unanimous approval to accept minutes as presented.

II. Proposal to Expand Existing Housing Rehab Program Eligibility

Proposed expanded eligibility categories:

- 2/4- unit Investor-owned and single-family owner-occupied properties (the latter includes a 15-year residency requirement)
- Energy upgrades, essential needed repairs, and emergency repairs. Emergency repair program funds will come in the form of grants.
- For investor-owned properties, the 49% of units that don't need to meet 80% AMI or less: cap at 120% AMI with rents at no more than 30% of gross annual income, including utilities
- 10-year affordability period remains

Moved by Leah, seconded by Scott, unanimously approved to make the above changes to the CDBG housing rehabilitation program.

III. Amendment #3 to Year 5 Action Plan

Gail described the need for an amendment (#3) to the current Year 5 Action Plan to memorialize both the expanded housing rehab program and any amount the CAC wants to see set aside for the acquisition of real property for the development of affordable housing units.

- Expanded Housing Rehab Program: +/- \$225K
- Acquisition of real property for the development of affordable housing \$500K*
(CDBG funds this amount; the winning developer needs to bring additional funding to the project for rehab)
- ADA improvements to City Hall \$100K
- Street/sidewalk/parks/gardens improvements \$160K (\$10K for community gardens/parks)
- Homebuyer down-payment assistance \$50K

*The ultimate expenditure of these dollars will be impacted by the Unhoused Services Consultant's report, which is due in the July/August timeframe.

Gail announced the new CDBG Program Coordinator is Jessica Wilson, the CDBG Program Coordinator at the City of Lewiston. Jessica's HUD representative is the same as Biddeford's, which will be very helpful to us as she transitions into our program. Her first day is April 24.

The next meeting of the CAC is April 26, 2023. The committee will be flexible in the scheduling of the public hearing for the Year 5 amendment.

Action: Gail will redline the current Year 5 action plan for review by CAC and public comment.

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IV. Community Survey for 5-Year Consolidated Plan

Danica shared with the group the Affordable Housing Task Force Survey. She also shared the Climate Change Task Force's online survey for review and comment. She will have to research how best to accomplish the CAC's goal, which is to obtain more general input on how the community wants to invest CDBG dollars vs their feedback on specific projects. There will need to be some explanation of what types of projects are CDBG eligible.

Action: Danica will come to the next meeting with a template the Committee can review and respond to.

V. HUD Monitoring Progress

Gail noted a number of items have been closed out. City staff continues to tick through the list of items, and is making good progress.

VI. CDBG Conflict of Interest Policy Update

Jim announced that all committee members, council members, and staff who work with CDBG funds are subject to disclosures of conflicts of interest, whether the conflicts are real or perceived. At least once per year, these individuals should review the proposed conflict of interest policy (handed out at the meeting) and sign a conflict of interest form. These individuals should also disclose any potential or real conflicts of interest as they arise.

Action: The updated CDBG conflict of interest policy will come back to the Committee when complete.

VII. Adjourn

At 7:36 PM, Cat welcomed a motion to adjourn. Loretta moved, Scott seconded, unanimous approval.