

City of Biddeford Citizens Advisory Committee

March 01, 2023 5:30 PM

City Hall Second Floor Conference Room & Zoom

Present: Whiting, George, Schaffer, Bates, Turner, Edwards (absent: Bey)

Staff: Mitchell, Lamontagne, Wilkerson

1. Call to Order – 5:30p, Bates

2. Consent Agenda

2.1. Approval of Meeting Minutes from 2-15-23 CAC 2.15.23.pdf

Motion: Schaffer, Second: Whiting; Vote: Unanimous

3. Discussion

3.1. CDBG/CDBG-CV Priority Expenditure Recommendations CAC Memo

- Memo: From staff perspective
- Request from CAC: Offer thoughts in writing to Council and/or edit memo
- Schaffer: How to address umbrella issue (overall spending, \$1.4 million)
- Edwards: How to integrate CAC involvement in actual memo to Council
- Mitchell: One year extension on 5-year Plan and Action Plan
- Bates: How to allocate spending, and ensure timeliness
- Mitchell: ADA can proceed now on \$100,000 (CIP includes City Hall, and ADA upgrades); Mill District recorded easements connecting affordable housing on Laconia and York Streets (Sidewalks); Affordable Housing
 - Other issues: Zoning, location, public education
- Schaffer: Ask to open up GIS information for use for committees; funds tend to go to easiest spent, rather than creative thinking
- Turner: Issues regarding timing on city-owned property information; and tax acquired properties as well as vacancies
- Bates: 53%, 33%, 13% - break down – use ranges for spending which can include the higher dollar amount; like 86% to housing, infrastructure as back up spending for timeliness; other options include: Home Ownership Assistance, Code Enforcement Officer hiring, Expanding 2-4 Unit Program
- Majority of spending in last 5-year plan was on infrastructure
- CAC requests edits on memo: ranges, percentages, and quarterly deadlines for check ins. Edwards and Bates will redline memo and return to Greg and Gail by 3/2/23 by 12pm (co-memo)
- HUD: Workout Plan – triggers in May; include timeliness in memo
- Edwards: Questions on Crime; if included please back up with citations
- Edwards: Will send Greg and Gail CAC-TH Memo
- Council next week – Two items on agenda from CAC
 - Actionable Item: vote on extended time on 5-year Consolidated Plan
 - Road Map for spenddown: Could be a vote or simply a consensus. Brings 1-year Action Plan into the mix (likely could be a vote)

3.2. Vote on official request of Council to delay of the 5-year plan by 1-year.

Motion: Edwards, Second: Whiting; Vote: Unanimous

3.3. Citizen Participation Plan Support Needs-Danica Lamontagne

- Use accessible language
- Meetings in person; forum based, listening sessions
- Online surveys (also paper/in-person option)
 - ourbiddeford.org is anonymous surveys, don't have to log in
 - three different plans for vote and comment
- Use existing organizations and client bases
- Data clouding (which means 'coding' how many times a certain area of concern is said); open ended questions – "submit ideas" tool
- Mapping tool
- Participatory budgeting tool
- Tools can be done in sequence, so one phase can inform the next
- Refine approach next meeting, meet requirements of HUD
 - CAC members will think of needs and requirements to give Danica

For CAC Information - HUD'S CAPER ACCEPTANCE LETTER 2-21-23.pdf

4. Adjourn, Motion: Edwards, Second: Whiting, Vote: Unanimous (7:06p)