



**City of Biddeford
Citizens' Advisory Committee**

September 3, 2026 at 5:30 PM
Planning Office & Teams

[Citizens Advisory Committee | Meeting-Join | Microsoft Teams](#)

1. Call to Order
2. Approval of Meeting Minutes
 - 2.a July 22, 2026, Meeting Minutes
3. Discussion Items
 - 3.a FY26 Annual Action Plan Budget
4. Program Updates
 - 4.a Lead Hazard Reduction Grant Application
5. Other Business
6. Adjourn

Citizens' Advisory Committee (CAC) Meeting Minutes

July 22, 2026

1. CALL TO ORDER

- a. Leah Schaffer (Chair) called the meeting to order at 5:41 PM.
- b. Attendance: Leah Schaffer (Chair), David Kurtz, Terje Tuttle, Jessica Reilly, Betsy Martin
- c. Talia Kowalski and Erin Partridge absent.
- d. Staff: Jessica Wilson, Community Development & Grants Manager.

2. APPROVAL OF MINUTES

- a. May 27, 2026 Meeting Minutes: Betsy moved, Terje seconded. Carried unanimously.

3. DISCUSSION ITEMS

a. Community Center Playground Tree Planting

- i. Discussion continued. The motion was tabled pending further guidance from HUD.

b. FY26 Citizen Survey Result

- i. Survey results were discussed.
- ii. The Committee noted the need to hold a public hearing and get on a Council agenda as soon as possible.
- iii. Leah reported the Planning Board has been discussing the need for a housing study for Biddeford that could drive RFPs for the type of housing needed.
- iv. Jessica Wilson concurred this is a good conversation for the Economic Development and Community Development departments to have.
- v. Leah advocated for greater GIS data from the City.
- vi. David Kurtz will provide a progress update at the next Council meeting.

b. FY26 Annual Action Plan Budget

- i. A 30-day public comment period will be required; a draft will be needed (per Jessica Wilson).

4. OTHER BUSINESS

- a. A NOFA for a new lead grant was noted. Jessica Wilson will look into it.

5. ADJOURN

- a. The meeting adjourned at approximately 6:15 PM, by motion of Reilly, seconded by Betsy. Carried unanimously.

FY26 CDBG BUDGET DISCUSSION WORKSHEET

Citizens Advisory Committee / Complete yellow cells; totals, percentages, and

AVAILABLE FUNDING AND CAP ASSUMPTIONS

FY26 CDBG allocation

Additional eligible funds / program income

TOTAL AVAILABLE FUNDS

Cap base defaults to the annual allocation; adjust if the applicable CDBG calc

BUDGET SUMMARY AND COMPLIANCE CHECKS

Funding category	Survey signal
Housing	Highest priority
Public services	Homelessness / mental health
Public facilities and infrastructure	Sidewalks / lighting
Administration and planning	Required oversight
TOTAL PROPOSED	
UNALLOCATED / (OVERALLOCATED)	

HOUSING ACTIVITIES

Activity	High priority
Affordable housing development / preservation	173
Rental housing rehabilitation	114
First-time homebuyer assistance	110
Homeowner housing rehabilitation	108
HOUSING SUBTOTAL	

Accessibility and lead-safe work may be incorporated within applicable rehabi

PUBLIC SERVICES

Activity	Responses
Homeless services and prevention	147
Mental health services	147
Food assistance	127
Substance use recovery	97
Workforce development	90
Youth / after-school programs	88
Senior services	76
Other eligible public service	
PUBLIC SERVICES SUBTOTAL	
Public services cap remaining	

PUBLIC FACILITIES AND INFRASTRUCTURE

Activity	High priority
Sidewalk and street improvements	130

Neighborhood lighting and safety	125
Parks and recreation improvements	103
Community center improvements	78
Library improvements	75
Nonprofit facility improvements	67
Other eligible facility / infrastructure	
FACILITIES / INFRASTRUCTURE SUBTOTAL	

ADMINISTRATION AND PLANNING

Activity	Survey signal
Program administration and compliance	
Planning and reporting	
Other eligible administration	
ADMINISTRATION / PLANNING SUBTOTAL	
Administration / planning cap remaining	

COMMITTEE RECOMMENDATION AND DISCUSSION NOTES



cap checks update automatically.



	\$422,479	Public services cap rate
		Administration/planning cap
\$422,479		Cap calculation funding base

ulation requires a different funding base.



Discussion range	Proposed amount	% of total	Funding cap
40%-45%	\$0	0.0%	
Up to 15%	\$0	0.0%	\$63,372
35%-40%	\$0	0.0%	
Up to 20%	\$0	0.0%	\$84,496
	\$0	0.0%	
	\$422,479		



Survey %	Proposed amount	% of total	Project / applicant
67.1%		0.0%	
44.7%		0.0%	
42.6%		0.0%	
42.2%		0.0%	
	\$0	0.0%	

litation activities.



Survey %	Proposed amount	% of total	Provider / applicant
55.7%		0.0%	
55.7%		0.0%	
48.1%		0.0%	
36.7%		0.0%	
34.1%		0.0%	
33.3%		0.0%	
28.8%		0.0%	
	\$0	0.0%	
	\$63,372		



Survey %	Proposed amount	% of total	Project / location
49.8%		0.0%	

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rate	15.0%
e	20.0%
	\$422,479

Cap remaining	Status
\$63,372	WITHIN CAP
\$84,496	WITHIN CAP
	UNALLOCATED

Readiness	Committee notes

Readiness	Committee notes

Readiness	Committee notes

Readiness	Committee notes

FY26 CDBG COMMUNITY SURVEY REFERENCE

266 total responses / 148 written comments / Funding priorities are advisory and do not guarantee funding

OVERALL FUNDING PRIORITIES | 261 RANKED RESPONSES

Funding category	Ranked first	Top three
Affordable housing development	78	147
Public infrastructure improvements	44	123
Homeless services	46	119
Economic development / job creation	25	102
Housing rehabilitation	22	92
Parks and recreation	26	81
Public service programs	13	76
Lead hazard reduction	7	43

HOUSING ACTIVITIES

Housing activity	High priority	Answered
Affordable housing development	173	258
Rental housing rehabilitation	114	255
First-time homebuyer assistance	110	258
Homeowner rehabilitation	108	256
Accessibility modifications	102	256
Lead paint hazard reduction	80	250

PUBLIC SERVICE NEEDS | 264 RESPONDENTS

Service category	Responses	Respondent share
Homeless services and prevention	147	55.7%
Mental health services	147	55.7%
Food assistance	127	48.1%
Substance use recovery	97	36.7%
Workforce development	90	34.1%
Youth / after-school programs	88	33.3%
Senior services	76	28.8%
Childcare assistance	71	26.9%
Transportation assistance	55	20.8%
Legal services / tenant assistance	31	11.7%

PUBLIC FACILITIES AND INFRASTRUCTURE

Activity	High priority	Answered
Sidewalk and street improvements	130	261
Neighborhood lighting and safety	125	263
Parks and recreation improvements	103	263
Community center improvements	78	260
Library improvements	75	260
Nonprofit facility improvements	67	260

Source: CDBG Survey Results.xlsx. Counts and percentages reflect the number answering

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ot establish adopted allocations.

Top-three share
56.3%
47.1%
45.6%
39.1%
35.2%
31.0%
29.1%
16.5%

High-priority share
67.1%
44.7%
42.6%
42.2%
39.8%
32.0%

High-priority share
49.8%
47.5%
39.2%
30.0%
28.8%
25.8%

each applicable question; service respondents could select multiple needs.



