



OFFICE OF COMMUNITY DEVELOPMENT

Sandra Warren  
Community Development Coordinator

**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

***Planning Office 496 Ocean Street- Planning Conference Room  
Wednesday October 24, 2018  
6pm-7pm***

Attendees: Anton Hoecker (chair)  
Mike Taylor  
Richard Rottkov

Matthew Gilbert  
Mike Fletcher  
David Wedick

*City Staff attendees:* Sandra Warren.  
Bill Mann.

1. Welcome & Introductions
2. Meeting was called to order at 6:00pm.
3. **Nomination/ election of Committee chair for the upcoming 2019/2020** – The committee was asked if anyone had an interest in becoming the new chair for the 2019/2020 program year. Hearing no comments, Anton indicated he would be fine staying on as chair for another term. Motion by Mike Taylor, and seconded by Mike Fletcher to reelect current chair Anton Hoecker. All in favor. Passage so moved, Anton Hoecker will continue to be the committees chair for the next program year.
4. **Discuss CDAC Meeting Dates & PY 2019 Timeline:** Attendees reviewed the Program year schedule and found two areas of the schedule they would like changed. The first being the meeting on February 20,2019, Mr. Rottkov informed the group this was the same week as school vacation and could limit the number of attendees. The group suggested instead meeting a week earlier on

**Community Development Office**  
**496 Ocean Street, 04106**  
South Portland, ME 04116-9422  
Telephone: 207-347-4139  
Fax: 207-767-7629  
E-mail: [swarren@southportland.org](mailto:swarren@southportland.org)

Wednesday February 13, 2019. Motion by David Wedick, seconded by Mike Fletcher, all in favor, passage moved to change program schedule dates.

5. **Project Updates & Projected funding:** The group was provide a spreadsheet of final funding allocations, the program received an additional 8.6% increase in funding this year and those funds were re- allocated to two projects. The American legion received full funding an increase of \$9,906.00, and the Westbrook street improvements project received additional funding of \$24,699.00. Sandy provided a status update on how the current years programs are going. The American Legion is set to begin work next Monday; Wheels for Kids have purchased bikes for students and have already begun using those bikes for local trips that included bike to school day, and a field trip to Brady Mountain. The weatherization program has begun receiving applications and Sandy has a waiting list started for this program, however we have been unsuccessful at getting Contractors to BID on this. Sandy is working with the cities purchasing office to keep the BID open throughout the winter in hopes of finding a contractor to complete the work.
  
6. **Update to the 2018 CDBG program application & scoring:** The committee discussed the scoring process this year. Sandy Warren recommended that members score the applications and provide those scores to staff. At which point staff will review those scores and determine which application ranked the highest amongst the group. The committee could then decide to fully fund the projects with the highest scores until the funds are depleted. Each member would receive a scorecard with the applications and those cards would be submitted to city staff prior to meeting on January 23, 2019. Richard asked if this would be public information and Sandy stated yes, the final scorecards would be public information. Motion by Mike Taylor, Seconded by Mike Fletcher, all in favor of using the score card for the 2019 application year. Passage so moved.
  
7. **Motion to change/ implement permitting requirement to application:** Sandy warren requested that the committee allow for the public facilities and infrastructure application include a section requiring applicants to contact local planning prior to submitting their application to the CDAC and

attach some kind of email correspondents from the local planning office regarding the project.

Richard requested we put in the application that if the applicant needs help with this process they can contact the CDBG office and receive guidance. Sandy Warren agreed to this. With the understanding that it is still up to the applicant to contact the planning office prior to the submission of the CDBG application. Sandy explained the thought process behind this is to ensure that projects are going to comply with local regulation; this will also assist the applicant as well and ensure they full understand what the full scope of work will be required for their project. We will not require them to have full approve from the planning office but rather we are asking that they contact planning to know what steps if any they will need to take prior to work commencing. Motion by Bill Mann, Seconded by David Wedick, all in favor. Passage moved to add this to the application public facilities/infrastructure and housing application.

8. **Contingence plan for funding:** Sandy Warren would like the committee to come up with and vote on a contingence plan for funding this year. We could do this by simply looking at which projects were not fully funded but ranked 2<sup>nd</sup> highest and in a descending order fully fund projects until the funds are gone. Alternatively, identify projects that will be funded x percentage of the increased amount. The committee agreed to table this topic until a later meeting.
9. **Advertising** – Richard suggested to the committee that we advertise our CDBG application again this year, via the century and suggested we post this on the city’s community newsletter as well. Richard asked how much this cost last year, and Sandy stated around \$150.00 for the century. The attendees felt this would be a good idea this year as we did get some new applicants last year form this process. All in favor.
10. **Adjournment: Motion by Mike and Seconded by Matt, Meeting adjourned at 6:57pm.**