

CITY OF SOUTH PORTLAND  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING**

Meeting Minutes

Wednesday January 27, 2016, 7:00 – 8:10pm

Lower Level Conference Room

*Committee Attendees:* Don Legere (chair), Mike Fletcher, Matthew Gilbert, Anton Hoecker, Elizabeth Morin, Richard Rottkov

*City Staff attendees:* Maeve Pistrang

On motion made and seconded, the Committee accepted the minutes of their previous meeting on November 19, 2015.

The Committee discussed selecting a new Chair. Anton nominated Don, Richard seconded the motion. Don spoke about what his approach to the position would be and the group unanimously voted to appoint him the Chair of the Committee.

Maeve told the group that there were no unallocated funds from the previous year, and that the program is expecting the same funding as last year. The group asked Maeve to rearrange the list of applications to reflect how it had looked in prior years. Maeve also clarified that the Boys and Girls club project is classified as a public facility because it is a structural improvement to their club building and not a services project. Therefore, it does not fall under the 15% public services cap.

Don led the group in a discussion about their priorities and philosophies for selecting the grants. The group discussed that they want to assess applicants on the impact to their beneficiaries, whether that's number of people served or how those individuals are impacted; whether an applicant has been coming back year after year or whether they are using CDBG to kick-start a program; whether they have matching funds; and if returning applicants are making an effort to find alternate funding sources and eliminate their dependency on CDBG. They also discussed past priorities about not funding staff time. Liz discussed the need to update the application with new questions that more directly address these priorities .

The Committee discussed the pros and cons of funding the City service programs vs. funding the outside agencies and how the two scenarios impact the City tax burden. They also discussed whether the City would fund the internal service programs in other ways if they are not granted CDBG. Maeve said she would confirm with the City Manager whether the City would find other funds for those programs in the event they are not awarded CDBG, or if those services would just not be provided. The group also decided they would look to the City Manager's guidance on any cuts that needed to be made to the other project categories besides public services.

The Committee asked Maeve to tell the applicants that for the Open Mic Night they should address what alternate sources of funding are available to them, and whether they have plans to phase out of using South Portland CDBG in the future. The group decided to assign a speaking order this year for the applicants and went with the order listed on the spreadsheet, with the City applicants going last.

The meeting adjourned at approximately 8:10pm.