

MINUTES
CITIZENS ADVISORY COMMITTEE
COMMUNITY ROOM 2ND FLOOR AUBURN HALL
4:00 PM – SEPTEMBER 17, 2018

CAC Members Present: Joe Gray, Lance Gagne, Tim Griffin, Holly Lasagna, Larry Pelletier, Rick Whiting

Absent: Belinda Gerry, Doris Russell, Diane Whiting

Staff: Yvette Bouttenot

Staffing Updates: Yvette Bouttenot, Community Development Manager retiring on December 21. Zach Lenhert will be the new Manager and will start on October 1 for 12 weeks of cross training before assuming full responsibility. Neighborhood Services Coordinator has been on medical leave since March 21 and is expected to return in November. CAC member resignations: Velma McDonnell and Theresa Smith.

Presentation of the draft Comprehensive Annual Performance and Evaluation Report (CAPER) for Program Year 2017

Yvette reviewed the 2017-2018 CDBG and HOME Budgets and Program Income received for the period. She then presented the outcomes by goal for the 3rd year of the 5-year consolidated plan.

Discussion/Comments:

- Committee will meet more often to establish continuity with the process and keep members engaged throughout the year. Next meeting will be in November.
- Expenditure of funds and CDBG timeliness must be monitored closely. Consider moving funds out of programs that are not meeting goals to fund projects ready to implement or move the funds to programs that are most successful. Consider funding increases for programs that are exceeding goals to meet the demand.
- Program Administration and Public Services are capped 20% and 15% respectively. The additional program income received will allow for more funds in both categories.
- Programs that are not on track to meet 5-year goals include Homeowner Rehab, Economic Development (STAR), increasing owner occupancy (current trend shows improvement) and support Fair Housing. Recommendation to offer an Economic Development Program that is open to any business that can meet HUD regulations.
- HOME requires 15% of allocation be used for Community Housing Development Organization (CHDO) projects. 68 West Dartmouth Street is an example of a

CHDO project. The house sold to eligible buyer in December. 62 Spring Street is also a CHDO project.

- HOME funds can be used for new construction, but it cannot be the main source of funds. Must partner with other funding sources such as Habitat for Humanities, USDA or MSHA or with a CHDO (Auburn Housing Development Corporation).
- HOME Consortium includes Auburn and Lewiston. The funding is shared equally after to 10% administration

Other business:

Holly and Yvette will meet to discuss process for the development of the upcoming Action Plan and Budget.

Adjournment: Meeting adjourned at 5:20 p.m.

Respectfully yours,



Yvette Bouttenot
Community Development Manager