

The logo for Cumberland County, Maine, features the word "Maine" in a stylized, orange cursive font above the words "Cumberland County" in a bold, black sans-serif font.

Maine Cumberland County

CUMBERLAND COUNTY – COMMUNITY DEVELOPMENT PROGRAM

MUNICIPAL OVERSIGHT COMMITTEE

MEETING MINUTES: April 22, 2020- 09:00AM

MEETING LOCATION: zoom

Attendees: Tom Gruber- Acting Chair (Cumberland), Scott LaFlamme (Yarmouth), Theo Holtwijk, (Falmouth), Daniel Stevenson(Westbrook), Tom Poirier (Gorham), Tom Bartell (Windham), Kathy Tombarelli (Gray), Bill Girgioux (Standish), Brian Sites (North Yarmouth), Brian Dudley (Long Island), Jay Chace, (Scarborough), Terri Sawyer,(Harpwell), Michele Bukoveckas, (Sebago), John Hawley(Naples) Brian Dudley(Long Island), Brian Sites(North Yarmouth), April Humphrey(Yarmouth), Anton Hoecker (South Portland), Andrew Butcher(GPCOG)

Staff: Kristin Styles, Cumberland County Community Development Director,
Sandra Warren Cumberland County & City of South Portland Community Development Coordinator.
Travis Kennedy – Public Affairs Cumberland County

1. **Welcome & Introductions:** 18 voting members attended and a quorum was reached. Committee Chair Tom Gruber called the meeting to order at approximately 09:05AM.
2. **Update on 2020 CDBG Action Plan Status:** County Director Kristin Styles spoke to the committee about the current Action Plan, the first public hearing was held by the County on April 13, 2020 via Zoom. The County Commissioners approved and agreed with the recommendations of the review team and MOC; no public comments were received during the meeting.
3. **Update on CARES Act funding and CDBG-CV Process-** County Director Kristin addressed the committee regarding this update. The CDBG funds provided through the CARES Act have been named CDBG-CV. These funds are specifically designated for the prevention of, preparation for, and response to the coronavirus. All activities funded under the CDBG-CV funds need to comply with the standard CDBG regulations of serving low to moderate income individual in addition to the CDBG-CV requirements. this update. Cumberland County will be receiving \$920,165.00 as part of the first wave of additional CDBG funds designated through the CARES Act. These funds are distributed based on the same formula that HUD uses when providing the County with our annual allocation. As such, the Town of Bridgton and the City of South Portland will receive a formula set-aside of these funds in the amount of \$117,695.00 and \$261,545.00, respectively. In order to make this process work and moving quickly we must adjust or application process for the set –aside communities. To do this both Bridgton and South Portland must allow for a combined application with the County, and allow for representatives from each community be a part of the review team. The goal of abbreviating the traditional CDBG allocation process is to cut several

months off the timeline while still providing a cohesive approach to addressing the impacts of the Coronavirus on our communities. The faster we can submit our Action Plan to HUD, the better chance we have of preventing a family from becoming homeless, a business from bankruptcy, and our safety-net providers from becoming overwhelmed. Bridgton town manager and Bridgton Town CD Director agreed to one application. South Portland also approved one application. It is still up to the MOC to decide this is okay to do.

a. Motion and vote needed by the MOC –

- i. Motion to amend the established CDBG process and release one CCEJ application, including set-aside allocations for Bridgton and South Portland
- ii. Moc Member Tom Bartell of Windham expressed concern about the set a sides not having enough say in the process and questioned if they would lose out on their set of funds.
- iii. Motion By Bill Girgioux of Standish to approve the amended process, Kathy Tombarelli from Gray seconded the motion, Roll call was taken

<u>Member</u>	<u>Vote Yes</u>	<u>Vote No</u>
Tom Gruber	x	
Scott LaFlamme	x	
Theo Holtwijk	x	
Daniel Stevenson	x	
Tom Poirier	x	
Tom Bartell		x
Kathy Tombarelli	x	
Bill Girgioux	x	
Brian Sites	x	
Brian Dudley	x	
Jay Chace	x	
Terri Sawyer	x	
Michele Bukoveckas	x	
John Hawley	x	
Brian Dudley	x	
Brian Sites	x	
April Humphrey	x	
Travis Kennedy	x	
Sandy Warren	x	
Anton Hoecker	x	
Andrew Butcher	x	

iv. Motion stands approved

4. CDBG-CV Application: Kristin explained the application she had sent members to review prior to the meeting, within the application is a list of eligible activities including but not limited to:

- a. Microenterprise Loan/Grant Program- Small loans or grants for businesses owned by a low or moderate income person. The business must be able to prove financial hardship due to the Coronavirus
- b. Small Business Job Creation or Retention Program- Financial assistance to small businesses that employ LMI persons. The business must be able to prove they are hiring new employees to grow their business in response to Coronavirus OR they are at risk of losing employees because of the Coronavirus.
- c. Rental and Mortgage Assistance Program – Financial assistance, paid directly to the landlord or bank, for LMI families who have been financially impacted by the Coronavirus.

d. Homeless Prevention Program –Resource and financial assistance (for qualifying expenses) to LMI families who are at risk of or have recently become homeless due to the Coronavirus.

e. Food Assistance Program – Financial assistance to food pantries, food banks, meal delivery programs, and other food assistance programs that are serving LMI clients in need of these service because of the Coronavirus

5. **Discussion** of the application was had amongst the group about the application. Kristin stated that this was a short application but still couldn't be any shorter do to the HUD required regulations around applications. Tom Bartell of Windham spoke again to his concern about the set asides not getting equal process and felt very dismayed about this. Theo from Falmouth suggested the we adjust the application so it shows what the services the set a side communities will receive by the agencies, and to do this we should ask them on the applications identify the ways they will do this.

i. Motion was made by Theo to approve application with the wording the organizations must demonstrate who they are servicing and that they are encompassing the set a- sides and how they will track this to ensure those funds are spent out in those communities.

<u>Member</u>	<u>Vote Yes</u>	<u>Vote No</u>
Tom Gruber	x	
Scott LaFlamme	x	
Theo Holtwijk	x	
Daniel Stevenson	x	
Tom Poirier	x	
Tom Bartell		x
Kathy Tombarelli	x	
Bill Girgioux	x	
Brian Sites	x	
Brian Dudley	x	
Jay Chace	x	
Terri Sawyer	x	
Michele Bukoveckas	x	
John Hawley	x	
Brian Dudley	x	
Brian Sites	x	
April Humphrey	x	
Travis Kennedy	x	
Sandy Warren	x	
Anton Hoecker	x	
Andrew Butcher	x	

v. Motion stands approved

6. **CDBG-CV Available funds and Timeline:** Kristin Styles, spoke to the committee about the timeline for theses funds. The CDBG portion of the CARE Act funds have been divided into three portions: \$2 billion will be distributed using the existing formula, \$1 billion would go to states based on a formula developed by HUD for COVID-19 (the states will then allocate to both entitlement and non-entitlement communities), and the remaining \$2 billion will go to the states and localities based on a formula to be developed by HUD within 30 days. As of April 6th, the Cumberland County Community Development office has been told that we will receive \$920,165 from the first \$2 billion. We also know that the State of Maine will receive \$1,250 million of the \$1 billion portion, but we have not been told how much of that will come to Cumberland County. HUD will be giving us guidance in the coming weeks about the timeline and requirements for the distribution of the funds. We hope to have more information to provide to you by the May 11th Commissioners Meeting. The County will launch the application on Friday April 24, 2020 and

request that these applications be submitted by Friday May 8, 2020.

vi. Kristin asked the Committee if the proposed timeline realistic for applicants?

i. Theo from Falmouth stated that we should see whom response to the application and ask those organizations if the deadline is realistic. Brian Sites of North Yarmouth stated that his staff at Voluntaries of America are ready and can complete an application within that timeline and did not feel it was asking too much.

7. Other business. No other business was heard meeting adjourned at 10:30am.