CARIBOU HOUSING AGENCY
Housing Choice Voucher Program

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Caribou Housing Agency
Board of Commissioners
Meeting and Agenda

Notice is hereby given that the Caribou Housing Authority Board of Commissioners will hold a Board Meeting on **Thursday, October 17, 2019** in the Council Chambers located at 25 High Street, **12:00 PM**

1. Call to Order
2. Roll Call/ Quarm
3. Approval of Minutes from Previous Meeting, April 23, 2019
4. Housing Update
    a. 2020 Proposed Budget
5. Financial Report
6. Old Business
7. New Business
    a. City of Caribou Comprehensive Plan
8. Adjournment

April 23, 2019

19-03

Caribou Housing Authority Board of Commissioners

The Caribou Housing Authority Board of Commissioners had a meeting on Tuesday, April 23, 2019 at 6:00 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, Mark Goughan, Thomas Ayer, and Mary Kate Barbosa. Sandra Bittle and Carman Durost were absent and unexcused.

Department Manager and Staff: Sue Ouellette, FSS/Homeownership Coordinator, and Ken Murchison, Zoning Administrator. Lisa Plourde, Housing Director was absent and excused.

Agenda #1: Call to Order

Meeting started at 6:00 PM

Agenda #2: Roll Call/Quorum Check

Agenda #3: Approval of Minutes (February 7, 2019 meeting and March 12, 2019 workshop)

M. Barbosa pointed out a couple of grammatical errors in the February 7th and March 12th minutes.

M. Barbosa motioned to approve the minutes as amended, seconded by M. Goughan; vote unanimous.

Agenda #4: Public Hearings:

Public Hearing opened at 6:09 PM.

No comments from the public.

Public Hearing closed at 6:10 PM

A. By-Laws

T. Ayer motioned to accept as presented, M. Barbosa seconded; vote unanimous.

B. Action Plan (Family Self-Sufficiency),

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

C. Administration Plan (Housing Choice Voucher/Section 8)

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

Per Trio as of 08/14/19

Enterprise Fund - Housing

Department	### 12 Approve	### 12 Year End	### 13 Approve	### 13 Year End	### 14 Approve	### 14 Year End	### 15 Approve	### 15 Year End	2016 2016 Approved Budget	2016 2016 Year End	2017 2017 Approved Budget	2017 2017 Year End	2018 2018 Approved Budget	2018 2018 Year End	2018 % of Budget	2019 2019 Approved Budget	2019 2019 Estimated Year End	2019 % of Budget	2020 Proposed Budget	2020 Diffference from 2018 to 2019	2020 % Difference	Notes
24 Housing																						
2119 Salaries																						
01 Regular Pay					#	#	#	#	51,447	46,367	51,447	51,447	52,476	52,476	100.00%	53,526	53,525	100%	53,525	-	0.00%	
003 Office Supplies																						
01 Postage									-	1,007	800	1,177	1,000	1,142	114.21%	**1,000**	1,050	105%	**1,100**	100	10.00%	
02 Advertisting									-	423	150	162	300	159	53.00%	300	150	50%	300	-	0.00%	
03 Copier Rent/Fax Line									-	1,915	1,850	1,974	1,900	1,819	95.74%	**1,750**	1,990	114%	**2,000**	250	14.29%	
05 Printer Ink									-	116	-	110	100	238	237.58%	**150**	500	333%	**750**	600	400.00%	New printer, 4 cartridges @ $120 each/about 2/year
07 Paper											-	104	100	322	321.62%	**200**	400	200%	**400**	200	100.00%	
08 Office Supplies									-	2,419	1,500	1,369	750	984	131.24%	750	700	93%	750	-	0.00%	
12 Software									-	6,890	15,000	11,426	15,000	9,059	60.39%	14,000	9,904	71%	14,000	-	0.00%	Want to look into mobile inspections & electronic signatures
006 Legal Fees																						
01 Legal Fees											-	-	-	-								
007 Audit																						
01 Audit											2,000	2,000	2,000	2,000	100.00%	2,000	2,000	100%	2,000	-	0.00%	
4190.27 Comp Maint																						
01 Comp Mainteance											-	-	-	-		-	-		-	-	0.00%	
009 Prof Dues																						
01 Subscripstion (Nan McKay/NAHRO)									-	224	225	224	225	787	349.94%	**500**	300	60%	500	-	0.00%	
04 Prof Dues									-	1,000	500	500	750	500	66.67%	500	500	100%	500	-	0.00%	
010 Travel Expense																						
01 Milieage (HQS)											-	1,023	-			**200**	200	100%	**450**	250	125.00%	
02 Meals & Lodging										51	1,000	776	500	997	199.47%	750	727	97%	750	-	0.00%	
04 Conf. Fee																			130	130	130.00%	
05 Travel Exp									-	21	-	-	500	451	90.17%	750	500	67%		-	0.00%	
011 Train & Edu									-													
02 Train & Edu									-	1,317	1,500	1,750	1,500	1,836	122.40%	1,500	900	60%	1,500	-	0.00%	
014 New Equipment																						
02 - Office																			**750**	750	750.00%	For mobile inspections (tablet) - not sure on cost of signature pad
015 Telephone																						
04 Telephone					#	#	#	#	518	501	500	510	500	518	103.63%	500	525	105%	525	25	5.00%	
017 Communicate																						
03 Communications/Internet					-	#			-	119	-	204	-	204	204.00%	204	204	100%	204	-	0.00%	
018 Health Insurance																						
01 Health Insurance					#	#	#	#	8,000	8,338	8,000	2,778	2,592	2,782	107.32%	2,592	2,591	100%	2592	0	0.00%	
034-Workers Comp																						
01-Workers Comp Housing					#	#	#	#	500	69	460	134	167	156	93.12%	167	179	107%	180	13	7.78%	
035-Unemployment																						
01-Unemployment Housing					#	#	#	#	500	308	350	258	266	254	95.64%	266	296	111%	300	34	12.78%	
038-Social Security																						
01-Social Security Housing					#	#	#	#	4,548	4,317	4,279	4,279	4,014	4,360	108.62%	4,014	4,095	102%	4100	86	2.14%	
040 City & State Retirement																						
01-Retirement Housing					#	#	#	#	2,240	1,908	1,891	1,891	1,837	1,927	104.90%	1,837	1,837	100%	1837	0	0.00%	
412-Fee Accountant																						
01 - Fee Accountant										5,136	5,000	5,017	4,500	5,179	115.08%	5,200	5,213	100%	5300	100	1.92%	
Totals					#	#	#	#	**67,753**	**82,447**	**96,452**	**89,113**	**90,977**	**88,149**	**96.89%**	**92,656**	**88,286**	**95%**	**94,443**	**2,538**	**2.74%**	

Housing Revenues

Department	2012 Approved	2012 Year End	2013 Approved	2013 Year End	2014 Approved	2014 Year End	2015 Approved	2015 Year End	2016 Approved	2016 Year End	2017 Approved	2017 Year End	2018 Budget		2018 Estimated Year End	2019 Budget		% Difference		2020 Proposed		% Difference	Notes
24 Housing																							
01 - SECTION 8 ADMINISTRATION					#	#	#	#	70,000	91,258	96,452	89,113	90,977		$88,149	92,656		102%		94,443		101.93%	
Totals					#	#	#	#	70,000	91,258	9,645	89,113	90,977		$88,149	92,656							

Per Trio as of 08/14/19

Enterprise Fund - FSS

Department	3 Year Average Expenditures (14-16)	2017 Approved Budget	2017 Year End	2018 Approved Budget	2018 Year End	% of Budget	2019 Approved Budget	2019 Estimated Year End	% of Budget	2020 Proposed Budget	Difference 2018 to 2019	% Difference	Notes
24 Housing													
2119 Salaries													
01 Regular Pay	30,213	34,839	34,839	36,216	22,285	36,216	36,940	36,940	102%	36,940	0	0.00%	
003 Office Supplies													
01 Postage				400	83	90	**200**	37	19%	**150**	(50)	-25.00%	
02 Advertisting													
03 Copier Rent/Fax Line													
05 Printer Ink				50	168	175	175	26	15%	175	0	0.00%	
07 Paper													
08 Office Supplies				75	-		75	-	0%	75	0	0.00%	
12 Software													
006 Legal Fees													
01 Legal Fees													
007 Audit													
01 Audit													
4190.27 Comp Maint													
01 Comp Mainteance													
009 Prof Dues													
010 Travel Expense													
01 Milieage					531	800		-					
02 Meals & Lodging						500	500	147	29%	500	0	0.00%	
05 Travel Exp							500	204	41%	500	0	0.00%	
011 Train & Edu													
02 Train & Edu					295	1,000	1,000	-	0%	1,000	0	0.00%	
014 New Equipment								-					
02 - Office								-					
015 Telephone													
04 Telephone													
017 Communicate													
03 Communications/Internet													
018 Health Insurance													
01 Health Insurance		2,591	2,716	2,591	1,683	2,591	2,591	2,591	100%	2591	0	0.00%	
034-Workers Comp													
01-Workers Comp Housing		200	93	113	-	113	113	113	100%	113	0	0.00%	
035-Unemployment													
01-Unemployment Housing		467	258	296	-	296	296	296	100%	296	0	0.00%	
038-Social Security													
01-Social Security Housing		2,665	2,964	2,591	1,891	2,591	2,826	3,112	110%	3112	296	10.47%	
040 City & State Retirement													
01-Retirement Housing		1,313	1,310	1,268	836	1,268	1,293	1,376	106%	1376	83	6.42%	
285 Year End Closing													
288 FSS Reimbursement Account													
Totals	**49,329.34**	**42,075**	**42,180**	**43,600**	**27,771**	**45,640**	**46,509**	**2,909**	**6%**	**46,828**	**329**	**0.71%**	

Housing Revenues

Department	3 Year Average Expenditures (14-16)	2017 Approved	2017 Year End	2018 Budget	2018 YTD	2018 Estimated Year End	2019 Budget			2020 Requested		
24 Housing												
01 - SECTION 8 ADMINISTRATION	48,345	48,729	48,729	50,787	29,326	50,787	50,787	50,787	100%			
Totals	48,345	48,729	48,729	50,787	29,326	50,787	50,787	50,787	100%			

Housing

Housing.

Goal: To encourage and promote affordable, decent housing opportunities for all Maine citizens. To ensure safe and clean housing and neighborhoods for all residents of Caribou.

Policies	*Strategies*	*Responsibility*	*Implementation*
To encourage and promote adequate workforce housing to support the community's and region's economic development.	Maintain, enact or amend growth area land use regulations to increase density, decrease lot size, setbacks and road widths, or provide incentives such as density bonuses, to encourage the development of affordable/workforce housing.	Planning Board	Ongoing
To ensure that land use controls encourage the development of quality affordable housing, including rental housing.	Maintain, enact or amend ordinances to allow the addition of at least one accessory apartment per dwelling unit in growth areas, subject to site suitability.	Planning Board/Code Enforcement Officer	2015
To encourage and support the efforts of the regional housing coalitions in addressing affordable and workforce housing needs.	Create or continue to support a community affordable/workforce housing committee and/or regional affordable housing coalition.	Caribou Housing Agency	2016
	Designate a location(s) in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).	Planning Board	Ongoing/complete
	Support the efforts of local and regional housing coalitions in addressing affordable and workforce housing needs		Ongoing
	Seek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.		Ongoing
	Implement the recommendation of the 2014 Mobile Home Advisory Committee	Planning Board/City Council	2015
	Establish a mandatory rental inspection program	Planning Board/Code Enforcement/City Council	2018
	Aggressively pursue safe and clean housing and the demolition of housing that is blighted/not safe/not able to be returned to habitable condition.	City Council	Ongoing

ADEQUACY OF HOUSING STOCK IN CARIBOU

With a projected flat, if not declining population expected throughout the planning period Caribou has more than adequate housing by total unit numbers for the foreseeable future. Currently more homes are available than there is a need for in Caribou, the challenge in housing over the next ten years is to ensure the type of housing meets the needs of an aging and shrinking population

The number of homes that have become unfit for habitation and are slipping towards unfit for habitation has grown in Caribou, and the removal of these properties is important to ensure that housing in the community is safe. It is likely that a recent trend of homes being torn down and lots left empty that the local housing market can begin moving towards a correction.

HOUSING AFFORDABILITY IN CARIBOU

Affordability of housing in Caribou is perhaps the only strong point of the housing stock in town. The average home price in Caribou is approximately $100,000 as of 2013 and includes quality single family housing in the price range. Average rent for a 2/3BR apartment in the urban core of Caribou ranges from $600-$800 per month; some including utilities. After the primary home payment the largest single cost for home ownership or occupancy in Caribou is the cost of heating. Efforts to frack a natural gas well in the urban core would help contribute towards lowered heating costs for most of the city's larger and older housing stock and contribute greatly to the affordability of housing in Caribou. In 2013 Caribou's average residential tax bill was substantially lower than communities of similar size.

CONVERSION OF SEASONAL HOMES AND ECONOMIC IMPACT

Caribou has never possessed a large number of seasonal homes, however conversions of seasonal camps in the St. John Valley area has been ongoing in recent years. The economic impact of this change could be beneficial or detrimental to Caribou. If conversions are made by individuals living outside the area relocating year-round to the St. John Valley area then the benefit is positive to Caribou; these communities still rely on many services in Caribou and thus a permanent population increase in the area will benefit Caribou.

COMMUNITY HOUSING NEEDS AND CHALLENGES

Caribou faces several housing challenges that the community must begin to address throughout the planning period. Chief among these are a lack of appropriate housing for seniors, more housing stock available than the local population can meet, and structural challenges in the type of single family housing available.

While the State of Maine is facing an aging challenge demographic changes in Caribou are exponentially more challenging than the rest of the state. The desire from an individual and a communal standpoint to allow more seniors to age in place presents challenges in Caribou where there is a great need for 55+ communities, senior housing, and pre-nursing assisted living facilities.

It is also likely that the City possesses a greater housing stock than is needed for current and future population projection. Caribou's population peaked in the 1960's at about 12,000 people and is expected to remain relatively flat at about 8,000 throughout the planning period. The large number of properties for sale in town in 2014 is indicative of a housing market that is oversaturated. Housing construction in any given year for the last several years is minimal, owing to the large number of available units.

The increase in older residents along with fewer families with small children moving into town also presents challenges as the housing stock in the urban core of the City is mostly larger homes not suited for seniors living

alone or looking to downsize or age in place. More units for smaller families are needed as well as single-person units. The single greatest need for housing in Caribou is to accommodate older residents in senior communities, new smaller foot print developments, and pre-nursing assisted living facilities.

Mobile home parks in the community continue to remain a challenge for much of the same reason as the rest of the City's housing stock. Most, though not all of the City's mobile home parks were developed in the late 1950's in response to the housing needs of Loring Air Force base. The base's closure in 1994 left several mobile home parks with a dwindling pool of prospective tenants and occupancy rates overall dropped significantly making capital investment in the parks a challenge. Several of the mobile home parks will not be fiscally sustainable throughout the planning period and will likely close down. Unfortunately, due to the excess capacity of mobile home parks in Caribou the quality of several of the parks has diminished, in some cases parks may need to be shut down due to environmental and health concerns. The City also owns a municipal trailer park, which was slated to be closed in the late 1980's due to its location adjacent to the municipal airport; however there are still several homes located there. It is imperative the City close out the municipal mobile home park.

REGULATORY IMPACT ON AFFORDABLE AND WORKFORCE HOUSING

Construction of affordable and workforce housing is impacted by uneven requirements for building under state law. The state requires communities with over 4,000 inhabitants to follow the Maine Uniform Building and Energy Code (MUBEC). As a service center community with a population over 8,000 Caribou is required to abide by MUBEC standards. The city often loses housing construction to neighboring communities not required to build according to MUBEC standards, which drives up the cost of housing while reducing the tax base in Caribou thus dealing a double edge sword to the ability of affordable and workforce housing to be constructed in Caribou. The state should review MUBEC requirements and have a statewide building standard.

City of Caribou, Maine

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Goals

Housing

Goal:
Stress focus on "Age Friendly" opportunities

Goal:
POTENTIALLY DISCOURAGE* AIRBNB-TYPE RENTALS AS IT HAS BEEN PROVEN WORLDWIDE TO RAISE LOCAL RENT PRICES* (AT LEAST AS FAR AS FOR PRIVATE HOME/APARTMENT TYPE RENTALS)*

Goal:
Homes in good repair

Goal:
DISCOURAGE/PENALIZE HOMES/OWNERS W/ RUBBISH/CLUTTER LITTERING THE PROPERTY

Goal:

Goal:

Goal:

Goal: