



# Rochester City Council

## Community Development Committee

**DRAFT**

### MEETING MINUTES

**James Gray, Chairperson**  
**Elaine Lauterborn, Vice-Chair**  
**Sandra Keans**  
**Derek “Mac” Kittredge**  
**Jake Collins**

<b>Meeting Date:</b>	March 27, 2014	
<b>Members Present:</b>	Councilor Gray Councilor Lauterborn Councilor Kittredge Councilor Collins	<b>Members Absent:</b> Councilor Keans
<b>Staff:</b>	Elena Engle- Community Development Specialist Crystal DeButts . Planning Department Secretary	
<b>Guests:</b>	Mike Provost- Rochester Main Street Dennis Ottino - Rochester Main Street	

Councilor Gray called the meeting to order at 6:00PM. **Motion was made to approve the February 27, 2014 Community Development Committee minutes by Councilor Lauterborn and seconded by Councilor Collins, minutes were approved unanimously.**

**Motion to amend the agenda to include Rochester Main Street made by Councilor Collins and seconded by Councilor Lauterborn.**

<b>Discussion- Rochester Main Street</b>	Mike Provost from Rochester Main Street discussed the under utilization of the Riverwalk and that the volunteers came up with a design concept for banners to be put up throughout the city. Mr. Provost sought input from the committee on the banner design. No objection was made to the design.
<b>Discussion- Facility and Infrastructure Projects</b>	<p>Ms. Engle presented the final CDBG budget from HUD totaling \$239,000 which leaves approximately \$93,350 for facility/infrastructure projects after administration, public services, housing and economic development are taken out of the total.</p> <p>Ms. Engle began by discussing a request by Councilor Keans to look into bike racks in the Downtown. Mike Provost weighed in on the idea and noted that bike racks and other bike friendly projects were identified in the Street Audit that was completed on the Downtown. Mr. Provost indicated that the Rochester Main Street Program is in support of bike racks in Downtown but would request that it be coupled with other bike friendly improvements. Mr. Provost discussed a program called the Sharrow Program that works with communities to make small modifications such as painting of shared lane markings for bicyclists or pavement markings installed on streets popular with pedestrians.</p>

	<p>Councilor Gray suggested starting out with a few bike racks first, before looking at more and suggested specifically the Riverwalk location. Because this project has not yet made it to other committees such as PW Committee, the committee decided not to include as a project for the FY 14-15 CDBG Grant funding, but to explore this project and consider using prior year CDBG funds if the project gains support.</p> <p>Ms. Engle reviewed the other two projects being recommended for CDBG funding in FY 14-15. The Library Rooftop Heating/Cooling Unit (\$50,000) and the Hanson Pines Skateboard Structures. Ms. Engle explained the CIP lists \$15,000 for the skateboard structures but when she met with the Recreation Dept. this amount would be to repair/maintain the current structures. CDBG funds cannot be used to maintain and after talking with the Rec. Dept. these structures were donated and are for indoor use, so repairing them may not be the best option. CDBG funds can be used to replace them with the proper outdoor equipment; however, accurate costs are still being gathered by the Rec. Dept. Ms. Engle has used a place holder of \$43,350 (balance after the Library Project) until better estimates are obtained.</p> <p><b>A motion was made by Councilor Lauterborn to recommend these projects at the above funding levels and Councilor Collins seconded.</b></p>
<p><b>Discussion- CDBG Funded Public Services</b></p>	<p>Ms. Engle discussed that the 15% cap for public services allowed <b>\$35,850</b> in funding for public services. There were 14 agencies that applied for these funds, totaling requests in the amount of \$74,500. Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for CDBG funding under the public services cap (15%). The Committee reviewed the information and selected the agencies with the highest averages on a scale of 1(low)-5(high) indicating level of support within each priority needs category as defined in the 2010-2015 Consolidated Plan (ie; Basic Needs, Safety Net, Investment. The following recommendations for funding were made:</p> <p><b>Basic Needs:</b>  Homeless Center for Strafford County: <b>\$7,650</b>  SHARE Fund: <b>\$5,000</b>  My Friends Place: <b>\$6,600</b>  Crossroads House: <b>\$4,600</b>  Goodwin Community Health Center: <b>\$0</b>  AIDS Response Seacoast: <b>\$0</b></p> <p><b>Safety Net:</b>  Tri-City Coop: <b>\$2,000</b>  Rochester Child Care Center: <b>\$0</b>  A Safe Place: <b>\$0</b>  Sexual Assault Support Services: <b>\$0</b>  CASA: Rochester Child Care Center: <b>\$0</b></p> <p><b>Investment:</b>  Dover Adult Learning Center <b>\$5,000</b>  Project Pride: <b>\$5,000</b></p>

	<p>Big Brothers/Big Sisters of Greater Seacoast: <b>\$0</b></p> <p><b>TOTAL: \$35,850</b></p> <p><b>Motion was made by Councilor Collins to accept these recommendations and was seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>Discussion- CDBG Funding under Housing and Economic Development</b>	<p>Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for CDBG funding under the Housing and Economic Development Categories (not subjected to any funding cap).</p> <p>Community Action Partnership of Strafford County (Weatherization Assistance Program) requested level funding under “<b>Housing</b>” from the prior year of <b>\$50,000</b>.</p> <p>NH Small Business Development Center requested level funding under “<b>Economic Development</b>” from the prior year of <b>\$12,000</b>.</p> <p><b>Motion was made by Councilor Collins to accept the funding recommendation and seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>Discussion- City Funding of Public Services</b>	<p>Ms. Engle and Councilor Gray presented the average ratings of the agencies that applied for funding directly from the City of Rochester. Ms. Engle explained that the Finance Dept. has allowed for <b>\$47,500</b> for funding of public services in the City budget. There were six agencies that applied for this funding and the recommendations are as follows:</p> <p>Cornerstone VNA <b>\$28,000</b>  Homemakers Health Services <b>\$10,500</b>  Community Action Partnership of Strafford County-General: <b>\$9,000</b>  Big Brothers/Big Sisters of the Greater Seacoast: <b>\$0</b>  Girls Incorporated of NH, Child and Family Services of NH: <b>\$0</b>  Child and Family Services of NH: <b>\$0</b></p> <p><b>TOTAL: \$47,500</b></p> <p><b>Motion made by Councilor Collins to accept these recommendations and was seconded by Councilor Kittredge and carried unanimously.</b></p>
<b>NEXT MEETING TOPICS</b>	TBD- Please send meeting topics to Elena Engle.

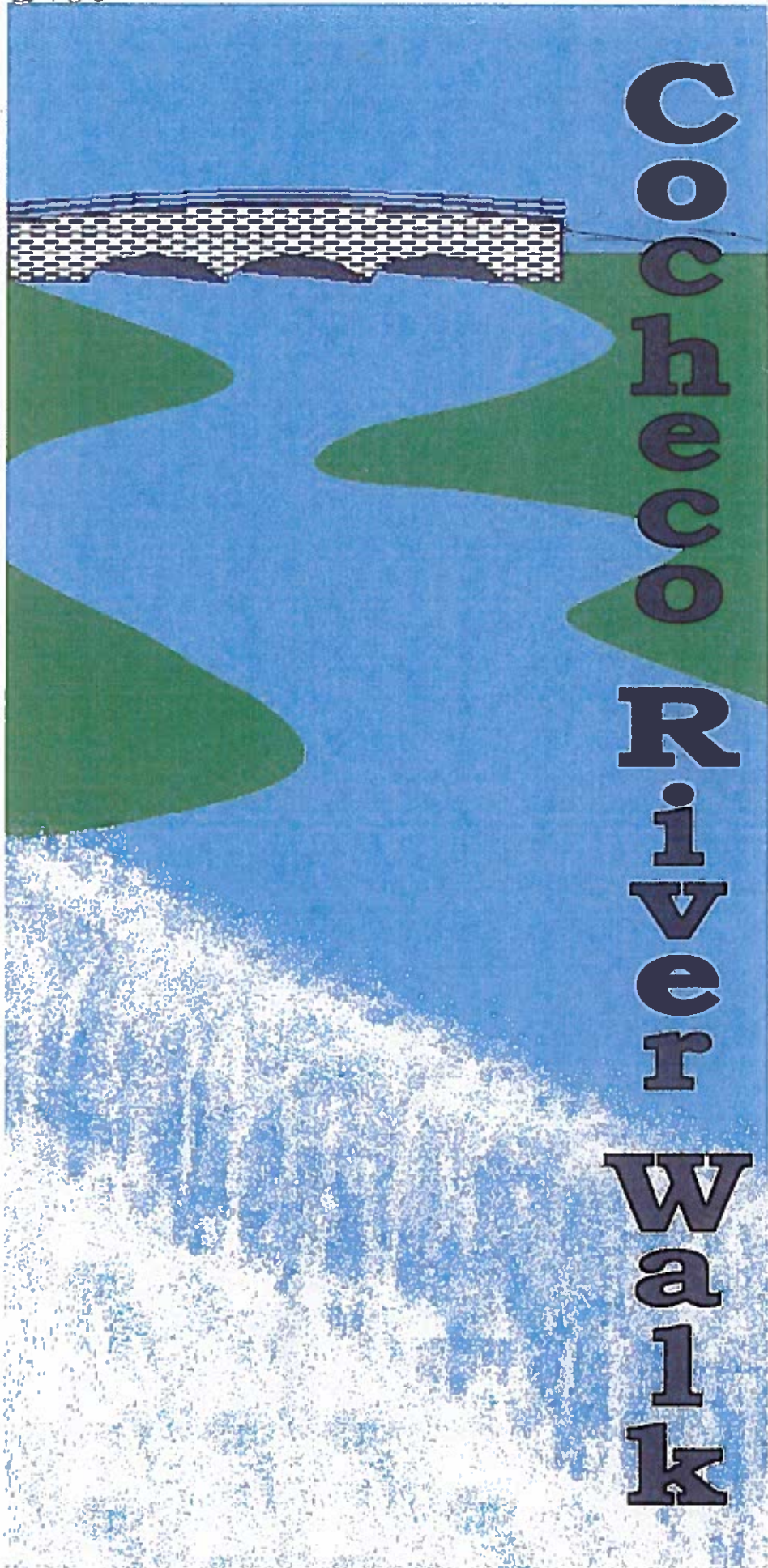
**Motion to adjourn made by Councilor Kittredge and seconded by Councilor Gray.  
The meeting was adjourned at 7:02 pm.**

Next Meeting . April, 24 2014 in the Conference Room at City Hall  
Topics

- TBD

28  
37

Central Square





## Recommended Funding Breakdown for CDBG Grant FY 14-15

Estimated Grant	
Current Grant Amount (FY 14-15)	\$239,000
Estimated Administration (20%)	\$47,800
Estimated Funding for Public Services (15%)	\$35,850
<b>BALANCE</b>	<b>\$155,350</b>

Housing and Economic Development Projects	
	<b>\$155,350</b>
Community Action Partnership of Strafford County	\$50,000
NH Small Business Development Center	\$12,000
<b>BALANCE</b>	<b>\$93,350</b>

Facility/Infrastructure Projects	
	<b>\$93,350</b>
Library Rooftop Heating/Cooling Unit	\$50,000
Hanson Pines Improvements (Skateboard Structures, potentially other items in the park, to be determined)	<b>\$43,350</b>
Bike Racks- Downtown	
<b>BALANCE</b>	<b>\$0</b>

**elena.engage:**

The \$15k estimated on the CIP was to fix/repair the current structures. After meeting with the Rec. Dept., these structures were donated and intended for indoor use and are deteriorating. CDBG funds cannot be used to repair/maintain facilities, but the funds can be used to purchase new equipment. The Rec. Dept. is looking into the cost of new structures as well as other items in the park that require improvements as part of a larger improvement project so I am plugging in the \$43,350 balance as a place holder until I receive more information (prior to the April 8th City Council Meeting).

Prior Year Unused Funds	
FY09- Historical Society Building Improvements	\$3,092
FY10- Historical Society Building Improvements	\$864
FY11 - Administration	\$2,076
FY11- Historical Society Building Improvements	\$4,044
FY12- Administration	\$254
FY12- Historical Society Building Improvements	\$2,187
FY13- Administration	\$8,410
FY13- Historical Society Building Improvements	\$813
FY14 - TBD	
<b>BALANCE from Prior Year Funds</b>	<b>\$21,740</b>
<b>Estimated BALANCE from FY 14-15 Grant</b>	<b>\$0</b>
<b>TOTAL ESTIMATED BALANCE AVAILABLE</b>	<b>\$21,740</b>

**elena.engage:**

This project still needs to go to other committees for input and planning. Project recommended by the committee but would need additional support. This project can be considered using prior year CDBG funds below if it moves forward.

\*Note: the Community Center Heater project came in under budget, so there is potential for an additional \$20k after that project is completed.

CDBG Public Services (15% cap)				Level of Impact on		FY 14-15 Funding		Committee Recommendation
CATEGORY		\$35,850		City Welfare	2013 Funding	Request		
BASIC NEEDS	Homeless Center for Strafford County			Direct/Immediate	\$7,000	\$8,000.00	\$7,650.00	
BASIC NEEDS	SHARE Fund			Direct/Immediate	\$5,000	\$6,000.00	\$5,000.00	
BASIC NEEDS	My Friends Place			Direct/Immediate	\$6,000	\$7,000.00	\$6,600.00	
BASIC NEEDS	Cross Roads House			Direct/Immediate	\$4,000	\$12,000.00	\$4,600.00	
BASIC NEEDS	Goodwin Community Health			Direct/Immediate	\$0	\$5,000.00	\$0.00	
BASIC NEEDS	AIDS Response Seacoast			Direct/Immediate	\$0	\$5,000.00	\$0.00	
SAFETY NET	Tri-City Coop			Indirect/Future	\$1,905	\$3,000.00	\$2,000.00	
SAFETY NET	Rochester Child Care Center			Direct/Immediate	\$5,000 for a facility project	\$5,000.00	\$0.00	
SAFETY NET	A Safe Place			Indirect/Future	\$0	\$3,500.00	\$0.00	
SAFETY NET	Sexual Assault Support Services (SASS)			Indirect/Future	\$0	\$5,000.00	\$0.00	
SAFETY NET	Court Appointed Special Advocates (CASA)			Indirect/Future	\$0	\$2,000.00	\$0.00	
INVESTMENT	Dover Adult Learning Center			Indirect/Future	\$4,885	\$5,000.00	\$5,000.00	
INVESTMENT	Project Pride			Indirect/Future	\$4,885	\$5,000.00	\$5,000.00	
INVESTMENT	Big Brothers/Big Sisters of Greater Seacoast			Indirect/Future	\$0	\$3,000.00	\$0.00	
FUNDING REQUEST TOTAL						\$74,500.00	\$35,850.00	
CATEGORY	CDBG Housing and Economic Development					Funding Request	Committee Recommendation	
BASIC NEEDS	Community Action Partnership of Strafford County (Weatherization Assistance Program)- HOUSING					\$50,000.00	\$50,000.00	
INVESTMENT	New Hampshire Small Business Development Center			Direct/Immediate	\$50,000	\$12,000.00	\$12,000.00	
				Indirect/Future	\$12,000			
FUNDING REQUEST TOTAL						\$62,000.00	\$62,000.00	
CATEGORY	City Funding Requests					Funding Request	Committee Recommendation	
BASIC NEEDS	Cornerstone VNA			Indirect/Immediate	\$28,000	\$28,000.00	\$28,000.00	
BASIC NEEDS	Homemakers Health Services			Indirect/Immediate	\$8,775	\$18,915.00	\$10,500.00	
BASIC NEEDS	Community Action Partnership of Strafford County			Direct/Immediate	\$8,775	\$13,000.00	\$9,000.00	
SAFETY NET	Child and Family Services of NH			Indirect/Future	\$0	\$3,000.00	\$0.00	
INVESTMENT	Big Brothers/Big Sister of Greater Seacoast			Indirect/Future	\$0	\$3,000.00	\$0.00	
INVESTMENT	Girls Incorporated of NH			Indirect/Future	\$0	\$2,500.00	\$0.00	
FUNDING REQUEST TOTAL						\$68,415.00	\$0.00	