



# Rochester City Council

## Community Development Committee

**DRAFT**

### MEETING MINUTES

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

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| <b>Meeting Date:</b>    | February 27, 2014   |   |
| <b>Members Present:</b> | Councilor Gray<br>Councilor Lauterborn<br>Councilor Keans<br>Councilor Collins  | <b>Members Absent:</b><br>Councilor Kittredge |
| <b>Staff:</b>           | Elena Engle- Community Development Specialist<br>Jennifer Murphy Aubin . Community & Economic Development Executive Secretary<br>Todd Marsh, Welfare Director   |   |
| <b>Guests:</b>          | Homeless Center for Strafford, Susan Ford<br>CASA, Jenny Sheehan<br>Dover Adult Learning Center, Tracey Donaldson<br>Tri-City Co-op, Martha Hewitt<br>Sexual Assault Support Service, Cathy Bebee<br>A Safe Place, Karen McCall<br>Rochester Child Care Center, Ann Grassie<br>Child & Family Services, Ruth Zax<br>Big Brothers/Big Sister . Jenny Brown<br>Cornerstone, Ellie Alverton<br>Girls Inc., Cathy Duffy Cullity<br>Homemakers Health, Linda Howard<br>CAP, Kenn Ortmann |   |

Councilor Gray called the meeting to order at 7:00PM. **Motion was made to approve the January 23, 2014 Community Development Committee minutes by Councilor Keans and seconded by Councilor Lauterborn, minutes were approved unanimously.**

**Councilor Lauterborn made a motion not hold a non public meeting which was seconded by Councilor Gray.**

A comment was made to add %II. Other,+to CDBG agendas going forward.

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| <b>Presentation – CDBG Public Service &amp; City Funding Applicants</b> | <p>Ms. Engle gave a welcome to the applicants presenting their organizations.</p> <p>Homeless Center for Strafford, <a href="http://www.homelesscenterforstraffco.org">http://www.homelesscenterforstraffco.org</a><br/>Susan Ford, spoke about the need for \$38,000 funding request to continue offering shelter and programmatic services to women and</p> |
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families.

CASA, <http://www.casanh.org> Jenny Sheehan, spoke about the advocacy for children and how the 45 volunteers over the course of 2013 logged 3,000 hrs of case management and traveled over 33,000 miles.

Dover Adult Learning Center, <http://www.doveradultlearning.org> Tracey Donaldson, along with a recent graduate, spoke about the testing center in Rochester, which offers high school equivalency opportunities. Having a close resource in Rochester enables students to achieve a diploma, who have no car, but a full time job and financial obligations like rent, etc.

Tri-City Co-op, <http://www.tricitycoop.org> Martha Hewitt, a peer to peer support service mental health and wellness support for people over 18 years old.

Sexual Assault Support Service, <http://www.sassnh.org> Cathy Bebee, gave the background of services available for those who are affected by sexual violence; a hotline, advocacy for those at the hospital/police station, as well as prevention programs for schools and the community.

A Safe Place, <http://www.asafeplacenh.org> Karen McCall spoke about the 900 survivors of domestic abuse they served over the course of the year. They have 3 satellite offices and a shelter in an undisclosed location. They offer direct service and are located in the same office as the Family Justice Center. Because of the economic climate, they restructured an administrative position to continue to offer services.

Rochester Child Care Center, <http://www.rochesterchildcare.org> Ann Grassie spoke about the children that are served in the organization. The Center is seeking funding for a Parent Coordinator to offer family strengthening classes.

Child & Family Services, <http://www.cfsnh.org> Ruth Zax spoke about the 241 residents of Rochester they serve, approximately 10% of their budget goes directly to our community. They offer their services, which fills gaps for clients without insurance, in the home or where needed. They see the majority of their clients in the community, not their offices.

Big Brothers/Big Sister, <http://www.bbbsmanchester.org> Jenny Brown spoke about the 74 children who are served in the community, as well noted the wait list. They offer mentoring and friendships to children at risk, as well as targeted services for children with parent in prison, deployed or have cancer. One of the current goals is to create a HUB location in Rochester because of the demand. Over the course of the year, the organization is planning to provide 10 more matches.

Cornerstone, <http://www.cornerstonevna.org> Ellie (?) spoke about the sequestration resulting in a reduction of Medicare funds. She pointed to the annual \$1 million in services that the organization provides for those without insurance or if there is a gap in services.

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|  | <p>Girls Inc., <a href="http://girlsincnewhampshire.org">http://girlsincnewhampshire.org</a> Cathy Duffy Cullity spoke that despite closing the center, they still serve 4 middle schools, providing special events like Young Woman's Leadership and lunch time support services addressing topics like bullying and self esteem.</p> <p>Homemakers Health, <a href="http://www.thehomemakers.org">http://www.thehomemakers.org</a> CEO Linda Howard shared the background care provided to older/disabled elders who are in need of services, enabling them to stay in their homes.</p> <p>Community Action Partnership of Strafford County, <a href="http://www.straffordcap.org">http://www.straffordcap.org</a> Kenn Ortmann spoke about needing comprehensive program support, along with aid in their weatherization program.</p> |
| <b>DISCUSSION- Public Services Impact on City Welfare</b>                      | The Committee held discussion with Welfare Director, Todd Marsh to discuss the strengths and level of impact of each agency on City Welfare.   |
| <b>DISCUSSION – Facility/Infrastructure Project Ideas for FY 14-15</b>         | <p>Ms. Engle presented the 2 projects she is reviewing from Public Works for CDBG investment and asked the Committee to think about these projects options and provide a recommendation at the March meeting.</p> <ul style="list-style-type: none"> <li>• Rooftop Heating/Cooling system at the Library</li> <li>• Hanson Pines Skateboard Park Structures</li> </ul> <p>Ms. Engle also mentioned that initially Public Works was considering the replastering of the Gonic Swimming pool but due to timing of funding and the need for project completion, this was not a viable option.</p> <p>Ms. Engle encouraged the Councilors to bring any projects to her attention if they felt they would be a good project to invest CDBG funds.</p>   |
| <b>DISCUSSION – Consolidated 5 Year Plan-Preliminary Plan of Action</b>        | Ms. Engle presented a preliminary timeline, including steps to develop the 5 Year Consolidated Plan. Councilor Lauterborn suggested that an excellent way to bring community involvement to the process would be at the Ward meetings. Ms. Engle discussed attending these meetings throughout the summer months. Ms. Engle has also incorporated strategic planning within the CD Committee into this timeline.   |
| <b>DISCUSSION - JOB Loan Update</b>  | Ms. Engle provided the Committee with an updated report on the JOB Loans to reflect the current underwriting and monitoring process. A comment was made about Carney Medical's current financial situation and a Councilor Gray requested the report be updated for the council to note the change. Ms. Engle noted that Business Specialist, Mary Ellen Humphrey was working with the borrowers.  |
| <b>DISCUSSION - Evaluation Process for FY 14-15 CDBG Public Service Grants</b> | Ms. Engle handed out an Estimated Funding breakdown as a guide for the decision making process, along with a Rating Exercise, noting to the Councilors that it was due on <b>March 20<sup>th</sup></b> , a week before the Committee meeting.  |
| <b>NEXT MEETING TOPICS</b>   | Committee recommendations for FY 14-15 DRAFT Action Plan for CDBG Funds.   |

**Motion to adjourn made by Councilor Collins and seconded by Councilor Lauterborn. The meeting was adjourned at 9:20 pm.**

Next Meeting . March 27, 2014 in the Conference Room at City Hall

Topics

- DRAFT Action Plan will be presented at the April 1<sup>st</sup> City Council Meeting
  - Recommendations by CD Committee for funding of public service agencies for CDBG and City funding, including funding amounts
  - Recommendations by CD Committee on Facility/Infrastructure projects