



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Laura Hainey, Chair**  
**Harlan “Skip” Gilman**  
**Tim Fontneau**  
**Amy Malone**  
**John Larochelle**

<b>Meeting Date:</b>	Monday, June 19, 2023	
<b>Members Present:</b>	Laura Hainey Harlan “Skip” Gilman Amy Malone John LaRochelle Tim Fontneau	<b>Members Absent:</b>
<b>Staff Members Present</b>	<b>Kiersten Wright</b> , Community Development Coordinator, <b>Shanna Saunders</b> , Planning Director for the City of Rochester, <b>Ryan O’Connor</b> , Senior Planner. <b>Cora Hoppe</b> , Director of Rochester Child Care Center	

Councilor Hainey called to order at 6:03pm.

Councilor Malone arrived at 6:08pm

<b>PUBLIC INPUT</b>	There was no public input.
<b>Approval of Minutes- April 17, 2023</b>	Councilor Larochelle moved to approve minutes. Councilor Gilman seconded, passed unanimously by all members.
<b>Planning Department Updates on Master Plan</b>	<p>Shanna Saunders from the Planning Department came to present to the Committee regarding some updates on the Master Plans for the City. Ms. Saunders provided a background on what the Master Plans were and that they are a requirement for the Planning Board.</p> <p>Several Chapters are required for The Master Plan. Starting with the Land Use Chapter starting in 2001. The most Master Plan to be updated was the Downtown Master Plan in 2020.</p> <p>Currently there are a few chapters of the Master Plan that are underway. Cultural and Historic, which includes a collaboration between Arts and Culture Commission and the Historic District Commission. This has included: a Consultant TZM Consulting, a Survey with 70 Respondents and Cultural and Historic Walk held in May.</p> <p>Another chapter being updated is the Natural Resources (NR) Chapter, which includes collaboration with Conservation Commission. This has also included: Consultant EF Design and Planning, a survey with 50</p>

	<p>Respondents and a Nature Walk Scheduled July 17, 2023 (location TBD).</p> <p>Future Chapters include, Community Facilities and Services, Gonic and Easter Rochester Downtown Master Plans, Land Use Plans- Once this is done, this would bring the Zoning back up to discuss. Zoning hasn't been done since 2001.</p> <p>Master Plans by state statute should be updated every 10 years, so we are behind on some of the Master Plans.</p> <p>Mr. O'Connor provided copies of the survey posters with the QR Codes that can be scanned to get to the surveys. These posters can be found in multiple locations around the city and can be scanned and taken at anytime. Ms. Saunders showed the Committee where they can find the updated Master Plans website for the city. The website has different pages for each chapter, a survey, a quiz, historic resources, architectural styles, etc.</p> <p>Councilor Hainey asked for clarification on how the facilities and services chapter and why it should come before the zoning changes. Ms. Saunders explained that by updating and facilities and services within the city when it does come time to for the Zoning Chapter they would be able to take a look at the city infrastructure and ensure that they don't overload an area that might not have the facilities need to support a larger population and visa versa.</p> <p>Councilor Malone mentioned having someone at the Lilac City Fun Festival that would have a booth or something similar to hand out the surveys may get a larger response than what they currently have. Councilor LaRochelle agreed saying having a moving group of people would give them a larger group of people to pull from getting a larger data pool and more input.</p>
<p><b>Public Facilities CDBG Applicant Presentation</b></p>	<p>Core Hoppe came from the Rochester Child Care Center for CDBG Funding in the amount of \$14,000 to get updated blinds within the classrooms of childcare center.</p> <p>She explained Critical vs Non Critical issues for the childcare center. The current project that she is looking for funding on, new blinds for the classrooms, is considered a Critical issue. If something comes back with a negative on a report it could harm their liability insurance resulting in possibly shut down. She is currently working with the county to update a several parts of the facility like ventilation. Ms. Hoppe explained that she had been looking for additional funding for the blinds to be updated after she had seen the post for CDBG Funding. Ms. Hoppe verified with Ms. Wright that the project would be eligible prior to applying.</p> <p>The blinds would help bring them from good to excellent level. These blinds would be safer for the kids then the current ones within the classroom. Not only would they be physically safer, the school would not have to spray the curtains with flame retardant material required by the fire department that has been known to irritate children who have asthma. It would also allow for the center to easily manipulate the</p>

	<p>amount of natural light that comes in during the day. This is extremely important for the younger groups of children who require time during the day to take naps. Without the ability to shut blinds and prohibit natural light from coming in, the children could have a tougher time with their naps.</p> <p>Currently RCC has 135 children in their program and help 300 school age throughout the school year. During the summer they are set to have 150 children for summer care. With the blinds the way they currently are, if they were to have an audit and found out of compliance, they could potentially have to shut down the center. This would impact many families across Rochester who are currently using RCC for their childcare needs. Not only would this funding help them replace the blinds that are in need of replacement, it would also open up funding that they currently have to be used for further enrichment and other projects throughout the center that would benefit the children.</p> <p>Ms. Hoppe explained to the committee that they provide one of the most affordable childcare centers within the city. Grants like the CDBG grant will give them the ability to keep the price of the childcare at a lower rate, and allow them to be able to proceed with the updates they desperately need.</p> <p>Councilor Fontneau asked how many windows are in each classroom, stating that it would give the City Council members a good idea as to how many blinds are being replaced vs the cost of the materials. Ms. Hoppe stated that they received a quote by size but that she would take a count of the windows when she is back in the office and send the information to Ms. Wright before City Council meeting on July 11<sup>th</sup>.</p> <p>Motion made by Councilor Malone to fund, Councilor Fontneau seconded. Motioned carried unanimously by the Committee. Ms Wright stated she would have this added to the City Council agenda for vote on July 11, 2023.</p>
<p><b>Update on Pickleball Court Project</b></p>	<p>Ms Wright informed the Committee of the updates to the Pickleball Courts that are being built by the Rec Department. There had been some concerns about the original locations of the courts and the Rec Department had members of the community who would be utilizing the courts come in and provide some feedback.</p> <p>Since the initial application the Rec Department has worked with their commission to find a better location for the courts. It was decided that they would take the current Tennis Courts and update and refurbish the courts to be both Tennis and Pickleball courts. The refurbished courts would include updating the courts asphalt, adding nets that can be raised or lowered depending on which game is being played and painting lines. Ms. Wright spoke with the director of the Rec Department on Monday, June 19, who stated they are getting an updated estimate on this project as it has been</p>

	<p>a year and there have been some updates on how the project would proceed. She will be providing an update ASAP on this once she has an updated estimate. They will also be looking into what they will need to do if the amount for the project is over the CDBG Funded amount from the Committee.</p> <p>Councilor Malone inquired if NHHIS was contacted about this to ensure that any changes to the current tennis courts would not prove to be a problem for the high school's tennis team. Ms. Wright stated she would reach out to Ms. Krans with the Rec Department to confirm.</p>
<b>SOS Recovery</b>	<p>Ms. Wright informed the committee that SOS Recovery, who had received \$40,000 in municipal funding will be separating from their fiscal sponsor, Greater Seacoast Community Health (GSCH) as of July 1, 2023. SOS Recovery has made the decision to obtain their own 501(c)(3) status as a nonprofit and have amicably separated from GSCH. Letter was provided by GSCH Stating this.</p> <p>Ms. Wright had reached out to Finance to see if there would be any issue as the checks have already been issued. They stated they would like the approval of the CD Committee to proceed.</p> <p>Councilor Hainey stated she would support this but did bring up the issue of the checks already being issued. Ms. Wright stated she would reach out to Finance again to see what the next steps would be to ensure that SOS Recovery received the funding.</p> <p>Motion made by Fontneau, seconded by Malone. Motion carried unanimously to allow SOS Recovery the funds.</p>
<b>Community Development Program Updates</b>	<p>Ms. Wright informed the committee that she had submitted the Annual Action Plan to HUD on June 14th. She was notified two items were missing during her submission which she is working on getting over to them. The reporting system has been unable to accept certain documents, so she is waiting for an update from HUD on how to fix that.</p> <p>Committee agreed to not hold a meeting in July as 3 of the 5 councilors will not be in town for that date. Next meeting will be August 21, 2023.</p>

Councilor Malone called the meeting to close, seconded by LaRochelle. All in favor, meeting ended at 7:35pm

**Next Meeting** – Monday, August, 21, 2023, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

**Topics:** TBD