



Rochester City Council

Community Development Committee

MEETING MINUTES
Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Ray Barnett
A. Raymond Varney, Jr.

Meeting Date:	November 13, 2017	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Angela Mills, Executive Director of Rochester Main Street Esther Turner, Rochester Community Vibrancy Committee Emily Pelletier, Rochester Community Vibrancy Committee	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Barnett and seconded by Councilor Bogan to approve the September 11, 2017 minutes. The minutes were approved unanimously. Councilor Abbott entered the meeting at 7:01 p.m.

PUBLIC INPUT	There was no public input.
ROCHESTER MAIN STREET – New Executive Director	Angela Mills, executive director of Rochester Main Street, briefly reported on her transition into the executive director role from previous director Mike Provost. Ms. Mills discussed upcoming Main Street holiday-related events such as Shop Small Saturday and the Festival of Trees. Ms. Mills also talked about how she, as the new executive director, is focusing on rejuvenation of Main Street’s board of directors and getting back to the organization’s roots. Councilor Lauterborn welcomed Ms. Mills to Rochester Main Street and invited her to feel welcome to attend future Community Development Committee meetings.
DOWNTOWN HOLIDAY LIGHTS – Community Vibrancy Committee	Councilor Lauterborn asked who pays for the downtown holiday lights, and Councilor Varney replied that the City pays for the lights. Councilor Lauterborn then asked if the lights automatically turn off at a certain time, and Councilor Varney stated that he did not think so. Councilor Bogan added that the City could change that so the lights go on and off automatically. Councilor Varney stated he would check with the Department of Public Works (DPW) as to the cost of leaving the lights up and the possibility of automatic timing, as well as whether the lights are LED lights.

	<p>Councilor Varney asked when the lights should go off, and Councilor Bogan suggested either 12 a.m. or 1 a.m. Councilor Lauterborn asked about the directional LED lights that DPW was testing in the downtown, and Councilor Varney said he would follow up on that when making his other DPW inquiries. Councilor Bogan and Councilor Lauterborn discussed the safety concerns with a lack of lighting in the downtown, especially at crosswalks.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Barnett to recommend to the full City Council that the downtown holiday lights be left on the trees until May 2018.</i> Ms. Turner and Ms. Pelletier entered the meeting at this point and apologized for their delay, as they had been at the City Hall conference room rather than the City Hall Annex conference room B. Councilor Lauterborn provided a brief summary of the discussion, and Ms. Turner and Ms. Pelletier thanked the Committee for its support. <i>The motion passed unanimously.</i></p>
<p>WORKFORCE HOUSING CHARRETTE APPLICATION – Potential Project Site</p>	<p>Councilor Lauterborn suggested that the potential project site be located in the downtown. Councilor Bogan suggested the project site be the section of Portland Street between Columbus Avenue and Main Street, as many of the buildings are vacant. Councilor Abbot suggested the Fownes Mill project on Gagne Street, which has only been partially developed. Councilor Bogan asked if the project’s owner would be receptive.</p> <p>Mr. Long stated that he had solicited suggestions from Planning Department and Economic Development Department staff prior to the meeting. Staff suggested the Fownes Mill project, the former Advanced Recycling site on Wallace Street, several vacant Hanson Street properties, and several vacant North Main Street properties. Councilor Lauterborn suggested that the Wallace Street property would not be suitable, and Councilor Varney suggested that the Wallace Street property be used for commercial purposes. Mr. Long stated that the City has just submitted an Environmental Protection Agency Brownfields Grant application to remediate the Wallace Street property and build a small business incubator at the site.</p> <p>Councilor Bogan asked if privately-owned properties can be used for a charrette, and Mr. Long said he believed so but would check with the Workforce Housing Coalition of the Greater Seacoast.</p> <p>The consensus of the committee was to proceed with an application with either the Fownes Mill property or the Portland Street property as the suggested project site.</p>
<p>MOOSE PLATE GRANT APPLICATION – E. Rochester Fire Station Drape</p>	<p>Mr. Long distributed materials to the Committee regarding the historic drapery currently housed in the former East Rochester Fire Station. It has been proposed that the City apply for a Moose Plate</p>

	<p>Grant to restore the drapery.</p> <p>Councilor Lauterborn asked if the drapery has to be displayed, and Mr. Long replied that the drapery would have to be displayed after restoration under the Moose Plate Grant terms. Councilor Lauterborn asked about the current status of the former East Rochester fire station, and Councilor Abbott replied that it is currently vacant. Councilor Varney suggested that the Committee request that Buildings and Grounds provide access to the former fire station so the Committee can assess. Councilor Lauterborn agreed that the Committee should do a site visit.</p> <p>Councilor Abbott asked what Moose Plate Grant funds can be used for, and Mr. Long replied that these funds can be used for historic documents, historic objects, and historic buildings. Councilor Lauterborn asked about the timeline for the grant application process, and Mr. Long replied that letters of intent are usually due in March and the full application is due in May.</p>
FY 2018-2019 CDBG ANNUAL ACTION PLAN	<p>Councilor Lauterborn provided a brief overview of the Community Development Block Grant (CDBG) for Ms. Mills. Mr. Long added that the Rochester Performing Arts Center façade project was funded through a CDBG subgrant to Rochester Main Street.</p> <p>Mr. Long stated that he has visited all six City wards to request input into the FY 2018-2019 annual action plan and has completed nearly all of the consultations with non-profit agencies, other governmental entities, etc. He added that the first public hearing on the annual action plan is scheduled for the November 21st City Council workshop and that FY 2018-2019 CDBG grant applications are due December 8th.</p> <p>Councilor Lauterborn asked if the timeline allows flexibility in case it takes a while to appoint the committees in 2018, and Mr. Long stated that the timeline does. The in-person grant application presentations are tentatively scheduled for the January 2018 Community Development Committee meeting but can be moved to the February 2018 meeting and still allow for the Committee to vote on its funding recommendations at the March 2018 meeting.</p>
PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants	<p>Mr. Long presented a brief overview of continuing and current CDBG projects. The final FY 2016-2017 carryover project, the backup generator at the Homeless Center for Strafford County, is nearing completion. Mr. Long also mentioned that the Recreation Department and the Department of Public Works agreed to postpone the Community Center tennis court lights project until Spring 2018 due to concerns with the ground freezing.</p> <p>Councilor Bogan asked about the company P1T2 listed on the first quarter Job Opportunity Benefit (JOB) Loan Program report, and Mr.</p>

	Long replied that it is the registered name for Trigger Devils, which received a JOB loan in February 2017. Councilor Varney asked about the renovations at Rochester Eye Care, which received a JOB loan in March 2016, and Mr. Long replied that the renovations have been completed.
OTHER BUSINESS	There was no other business.

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Barnett. The meeting was adjourned at 7:55 p.m.

Next Meeting – Wednesday, November 29, 2017 at 3 p.m. at the East Rochester Fire Station (23 Main Street, East Rochester, NH)

Topics – East Rochester Fire Station Drapery and Moose Plate Grant Application