



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson

Donna Bogan, Vice Chairperson

Tom Abbott

Jeremy Hutchinson

James Gray

Meeting Date:	Monday, August 13, 2018	
Members Present:	Tom Abbott Donna Bogan James Gray Elaine Lauterborn	Members Absent: Jeremy Hutchinson
Guests/Staff:	Julian Long, Community Development Coordinator Karen Pollard, Economic Development Manager Rad Nichols, COAST Executive Director Rodney Woodell, Resident	

Councilor Lauterborn called the meeting to order at 7:15 p.m. Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the May 14, 2018 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
WAY-FINDING PROJECT UPDATE	<p>Ms. Pollard presented updates on the way-finding project that is planning to place way-finding signs before the end of the year. There is \$49,200 available for Phase I way-finding sign installation. The Economic Development Office is proposing signs for the entrance to Factory Court, back of Factory Court, Upper Mill parking lot across from Lilac City Grille, Union Street parking lot, and Columbus Street south parking lot across from China Palace. Ms. Pollard added that there is also a Columbus Street north parking lot but that this lot has not been chosen for Phase I sign placement.</p> <p>Councilor Lauterborn asked if the signs will be permanent, and Ms. Pollard replied that the signs will be bolted to the concrete. Councilor Lauterborn asked about the costs for the design component of the project, and Ms. Pollard replied that the design cost was \$50,800. Councilor Bogan stated that she agreed with placing signs on Columbus Street south over the Congress Street parking lot.</p>

	<p>Councilor Lauterborn asked if there is a redesign plan for the Union Street parking lot. Ms. Pollard replied that there is but that the sign can be easily moved and that the Union Street parking lot is the parking lot that most needs signage. Councilor Bogan asked if the signs will state the hours for parking, and Ms. Pollard replied that it will just say “free parking” and be a very attractive design.</p> <p>Councilor Gray asked if the City Council has approved the names for the parking lots and other locations. Ms. Pollard replied that the way finding task force has approved the location names. Councilor Gray suggested renaming the Upper Mill parking lot, as there has not been a mill at that location for some time. Ms. Pollard went over all the proposed location names and solicited Committee feedback. Councilor Abbott suggested marking the lesser-known municipal parking lots with some kind of indication that they are municipal parking, and Ms. Pollard replied that the remaining municipal lots are included in later phases of the way-finding project.</p> <p>Councilor Abbott asked if the pedestrian kiosks will also have parking information, and Ms. Pollard replied that they will. She added that eventually the goal is to have two pedestrian kiosks, at Factory Court (which will be Phase I) and in front of Marilyn’s Boutique (in a later phase).</p> <p>Ms. Pollard added that the way finding task force will have to approve the proposed sign locations.</p>
<p>COAST PRESENTATION – 2020 Comprehensive Operations Analysis</p>	<p>Mr. Nichols informed the Committee that COAST (Cooperative Alliance for Seacoast Transportation) is soon beginning one of its largest planning projects in recent history, a comprehensive operations analysis. COAST’s operations have grown and shrunk as grants have been obtained and as grants have ended. COAST will be looking how to best meet the region’s public transit needs as efficiently as possible using funding available. The project will start with COAST going to the public and asking for input on what people want and expect from their public transit system. Between thirty and forty public meetings are anticipated.</p> <p>An example of a question to be asked during the analysis is whether the system will be based on service coverage maximization or on serving the highest number of riders possible. The project will run from fall 2018 through summer 2020. There is a</p>

	<p>steering committee for the comprehensive operations analysis comprised of COAST board members, and Community Development Coordinator Julian Long will be serving on the steering committee representing the City of Rochester.</p> <p>Councilor Lauterborn suggested targeting current COAST customers for public input, possibly through handing out flyers to passengers or other methods. Mr. Nichols replied that such outreach will be incorporated into the public input process. Focus groups will include riders, government entities, local chambers of commerce, and social services providers. Mr. Nichols also discussed the coming implementation of a real-time transit update system.</p> <p>Councilor Lauterborn complimented COAST on undertaking the project and thoroughly analyzing its operations.</p>
FY 2017-2018 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT – Review and Approval	<p>Mr. Long provided a brief overview of the draft FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report, which is the City of Rochester’s annual performance report submitted to the U.S. Department of Housing and Urban Development (HUD). Mr. Long informed the Committee that all CDBG activities in FY 2017-2018 met or exceeded their set goals, with the exception of the Community Center Tennis Court Night Lights Project, which is still in progress. The tennis court night lights project is anticipated to conclude in two weeks and, once concluded, to meet its set goals.</p>
PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants	<p>Mr. Long stated that all FY 2018-2019 environmental reviews have been completed and approved by HUD. The two school chairlift projects at Maple St. Magnet School and Spaulding High School have been scheduled to take place over the winter break. The Rochester Housing Authority’s Charles St. Elevator Project has not yet been scheduled as the Rochester Housing Authority is working on finalizing its gap funding for the overall renovation project.</p> <p>Mr. Long also provided updates on the Assessment of Fair Housing drafting process. HUD has rescinded its assessment tool and has yet to provide a revised tool. Mr. Long stated that he has continued drafting the Assessment of Fair Housing using the former tool and will update once the new tool becomes available.</p> <p>Mr. Long provided the Committee with the FY 17-18 fourth quarter report on the City’s Job Opportunity Benefit (JOB) Loan Program, as well. Country Tire has finished repaying its loan, and newest loan</p>

	<p>recipient Flexographic Print Solutions has already met its job creation requirements.</p> <p>Non-CDBG grant work for the past month included submitting a no-cost extension for Bridging the Gaps, which if granted will allow Bridging the Gaps to access unexpended prior year funds from its Substance Abuse and Mental Health Services Administration (SAMHSA) grant in FY 2018-2019, and a state Emergency Management Performance Grant for the Fire Department.</p>
<p>WORKFORCE HOUSING CHARRETTE – Updates</p>	<p>Mr. Long stated that planning for the September charrette continues to go well. Most of the planning is in place, with just a few small details left to be addressed. For the remaining month before the charrette, the focus will be on publicizing the event and ensuring the public knows about it.</p> <p>Councilor Lauterborn asked if workforce housing is below market rate, and Mr. Long replied that it is market rate housing that is at the lower end of the price range. Councilor Gray stated that what is considered workforce housing depends on the community and its economy and housing market. What is workforce housing in Portsmouth would look different from what is considered workforce housing in Rochester. Councilor Gray also mentioned that Great Bay Community College is seeking affordable dorm space for its students.</p>

The meeting was adjourned at 8:29 p.m.

Next Meeting – Monday, September 10 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – FY 2019-2020 CDBG Annual Action Plan, Projects Program Report, Workforce Housing Charrette