



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chair**  
**Donna Bogan, Vice Chair**  
**Doug Lachance**  
**Laura Hailey**  
**Palana Belken**

<b>Meeting Date:</b>	Monday, August 17, 2020	
<b>Members Present:</b>	Elaine Lauterborn Palana Belken Donna Bogan Laura Hailey	<b>Members Absent:</b> Doug Lachance
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Jennifer Marsh, Rochester Economic Development Specialist Nicole Rodler, Rochester Police Department Matt Assia, Chinburg Properties Jeff Duchesne, Chinburg Properties Eric Chinburg, Chinburg Properties Mandy Lancaster, Waypoint NH	

Council Lauterborn read the emergency declaration preamble and called the meeting to order at 6:01 p.m. Councilor Bogan made a motion to approve the June 15, 2020 committee meeting minutes, and Councilor Hailey seconded the motion. The motion passed unanimously.

<b>PUBLIC INPUT</b>	No public input was received.
<b>79 E APPLICATION – Virtual Site Tour</b>	<p>Mr. Assia explained that Chinburg Properties will be renovating 10-14 North Main Street (the Scenic and Salinger block) to create market-rate housing in the form of studio, one-bedroom, and two-bedroom apartments. He added that they will be able to preserve the buildings' historic façade and that the project has already been approved by the Rochester Planning Board and Rochester Historic District Commission.</p> <p>Mr. Chinburg stated that the project is not eligible for historic tax credits and that, plus continually rising construction costs, means the project is reliant on 79 E approval for financial feasibility.</p> <p>Councilor Hailey asked how many years of tax relief Chinburg Properties is applying to receive. Mr. Assia replied that they are requesting seven years.</p> <p><b><i>Motion was made by Councilor Hailey and seconded by Councilor Bogan to recommend that the City Council approve the 79 E application for 10-14</i></b></p>

	<p><b><i>North Main Street for the full seven year period.</i></b> The motion passed unanimously.</p> <p>Ms. Marsh informed the committee that the application would be presented for a public hearing and second reading at the August 18<sup>th</sup> City Council workshop meeting.</p>
<p><b>WAYPOINT NH – Proposed Drop-In Youth Center Project</b></p>	<p>Ms. Lancaster introduced herself to the committee and stated that Waypoint NH provides a range of services for homeless and at-risk youth, including rapid rehousing and programming to prevent youth from entering chronic adult homelessness. She added that Waypoint has conducted a grant-funded program at Spaulding High School in past. In the near future, Ms. Lancaster will be submitting a proposal to the Waypoint board of directors for a drop-in center in Rochester for at-risk youth.</p> <p>Ms. Rodler stated that Waypoint has worked for a while with local partners (e.g., Rochester Youth Reach) so the center will be a fully collaborative project.</p> <p>Councilor Lauterborn asked if Waypoint has any physical office locations in Rochester and how the agency is funded. Ms. Lancaster replied that Waypoint has been able to colocate with the Rochester School District, in buildings such as Spaulding High School, and also meets with youth clients in various easily-accessed Rochester locations (e.g., Rochester Commons, Dunkin’ Donuts, etc.). Waypoint NH is funded through a variety of federal funding sources.</p> <p>Councilor Lauterborn asked where Waypoint receives it referrals. Ms. Lancaster replied that referrals come from the local schools, police departments, family members, self and peer referrals, and the statewide 211 resources hotline.</p> <p>Councilor Hainey asked if Waypoint NH’s primary mission is to locate housing for homeless youth. Ms. Lancaster replied that Waypoint provides housing location assistance as well as other supports, such as washers, dryers, harm reduction, and counseling services. She added that the proposed center will have paid staff persons to oversee operations.</p> <p>Ms. Lancaster stated that Mayor McCarley had mentioned the city-owned 38 Hanson Street property as a potential location for the center. She stated that at the present moment, Waypoint NH is asking for general city support and consideration for Community Development Block Grant (CDBG) funding. Councilor Lauterborn replied that Mr. Long will ensure that Waypoint receives a CDBG app for FY 2022 funding consideration and that she supports 38 Hanson Street as a suitable location for the center.</p>
<p><b>FY 2020 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT</b></p>	<p>Mr. Long provided an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) for the FY 2020 program year. The public service agency projects met or exceeded goals, despite COVID-19-related closures, but several public facilities activities have been delayed or postponed due to COVID-19 and other factors. Mr. Long stated that HUD has expressed</p>

<p><b>– Review and Approval</b></p>	<p>understanding that COVID-19 will have impacted FY 20 performance and that he anticipated the delayed activities will be completed in FY 2021.</p> <p>Councilor Hainey requested an update on the CDBG policies being drafted as corrective action in response to the August 2019 HUD site visit. Mr. Long stated that HUD has required several rounds of revisions that have considerably lengthened the draft policies but that what should be the final round of revisions has just been submitted to HUD for review and approval. Once approved, the Rochester CDBG program should not need to undertake policy and procedures drafting of this scale and nature in the future.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to approve the FY 2020 CAPER.</i></b> The motion passed unanimously.</p>
<p><b>FY 2021 CARES ACT CDBG FUNDS – Planning and Administration Allocation</b></p>	<p>Mr. Long explained that, when City Council voted to approve the committee’s recommendations for the city’s CARES Act CDBG funding, the planning and administration allocation was not included in the resolution. The Finance Department has requested that a formal resolution for this allocation be presented to City Council for approval.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Belken to recommend that \$29,942.80 (20% of the CARES Act CDBG grant) be allocated to planning and administration activities.</i></b> The motion passed unanimously.</p>
<p><b>PROJECTS PROGRAM REPORT</b></p>	<p>Mr. Long gave a brief overview of in-progress CDBG projects. Most facilities projects have continued to experience delays due to the ongoing COVID-19 pandemic. However, the Riverwalk Committee kayak launch and Gonic Pool recreation area pavilion recently were completed.</p>
<p><b>OTHER BUSINESS</b></p>	<p>Councilor Lauterborn expressed the hope that the committee would be able to tour 10-14 North Main Street in person in the near future.</p>

The meeting was adjourned at 6:47 p.m.

**Next Meeting** – Monday, September 21st, at 6:00 p.m., remote teleconference  
**Topics** – CDBG Projects, Program Report