



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**  
**Alan Reed-Erickson , Vice-Chair**  
**Brian LaBranche**  
**Steve Hervey**  
**David Hynes**

<b>Meeting Date:</b>	August 22, 2013	
<b>Members Present:</b>	Councilor Lauterborn Councilor Hervey Councilor LaBranche	<b>Members Absent:</b> Councilor Hynes Councilor Reed-Erickson
<b>Guests/Staff:</b>	Councilor Gray Elena Engle- Community Development Specialist Matthew Pappas- Gonic School PTA Playground Committee	

Councilor Lauterborn called the meeting to order at 7:00PM. At the request of the City Manager the following item was added to the agenda as item VI - "Economic Revitalization Zone Application". Motion was made to approve the July 25, 2013 minutes by Councilor Hervey and seconded by Councilor Lauterborn, minutes were approved unanimously.

<b>DISCUSSION – Update on Current CDBG Projects</b>	<p>All committee and guests introduced themselves. Ms. Engle gave an update on current CDBG projects. Ms. Engle stated that the <u>Rochester Child Care Fence Project</u> is moving along and work is planned to occur the last week of September. The <u>Historical Society Building Improvements</u> are in progress. At the last Public Works Committee meeting it was discussed that the insulation piece would move forward, however, due to the likely age of the windows and potential historical character, the City is awaiting response from the NH Dept. of Historical Resources as to whether they will agree on the type of windows to be installed. There is the potential for the cost of the windows to become excessive at which time the City will decide whether to move forward on that piece. Ms. Engle briefly reviewed the cost and energy savings options identified in the energy audit on the building. Councilor LaBranche noted that the boiler was not discussed at the Public Works Committee and that the boiler conversion could make a difference. As a result, the Community Development Committee requested a copy of the full report for their review. Councilor Lauterborn expressed committee support for continuing forward with this project using CDBG funds.</p> <p>Ms. Engle mentioned that the <u>Catherine Street Sidewalk Project</u> is not expected to move forward until at least the Spring. Councilor Gray mentioned that it was unlikely that work would begin by Spring. Ms. Engle discussed that unexpectedly high bids came in for the <u>Rochester Common Restroom</u> project and as a result the City Council was not in favor of moving this project forward.</p>
<b>DISCUSSION –</b>	Ms. Engle expressed that without the Restroom project and the potential

**Potential Projects  
for reallocation of  
CDBG funds**

for the Catherine Street project to be delayed, there is a large sum of CDBG funds available to invest and reminded the committee that HUD monitors the timely investment of these funds. Ms. Engle suggested the Committee explore some potential projects for investment of these funds.

Matthew Pappas from the Gonic School PTA Playground Committee was present to discuss a request for CDBG funds for Phase II of the Playground Project at the Gonic School. Mr. Pappas provided the committee with a history of this playground, including lack of safe, current, and challenging equipment, the severe deterioration of ground condition due to its construction on top of a parking lot, poor layout, lack of storm drains and no outlet for water runoff, creating muddy and hazardous conditions to the children utilizing the playground. The PTA has already put in one new piece of equipment through fundraising (Phase I) and has enlisted the help of an engineering company to evaluate the work necessary before adding any further equipment (expected to be complete within a few months). The goal is for the work to begin after this school year. The request for funds for Phase II include some engineering costs (a large portion is being provided as in-kind), materials for drainage mitigation and landscaping- totaling approximately \$29,250 and Phase III is for more playground equipment. Mr. Pappas mentioned that this playground is one of the few playgrounds in Gonic and is used as a community playground.

Ms. Engle recalled that during the City's budget planning process, there was a request by the Council to look at the Community Center gym heater as a potential for CDBG funding. Ms. Engle indicated that the cost listed on the CIP was for \$125,000- more than the approx. \$83k allocated to the Restroom project. If this project is an option, a consideration will need to be made as to whether moving funds from Catherine Street (approx. \$73k) would be an option (if Catherine Street does not move forward as quickly as initially expected). Councilor Lauterborn questioned the urgency of this project. Councilor Hervey responded by noting that this project is slated to move forward on next years' CIP however, the specific details were not recalled.

A letter from Strafford County Community Action- Weatherization Program was provided to the Committee requesting supplemental funds of \$25,000 in addition to the \$50,000 of weatherization funds they received this year from the City of Rochester's CDBG grant. This request is in response to funding at the Federal level that is still uncertain due to sequestration and other issues and the funding would allow weatherization projects to be initiated in Rochester now, rather than waiting for DOE funds to become available.

Ms. Engle mentioned briefly that there is the potential for a public service organization to purchase a building in Rochester to provide social services to residents of Rochester and Strafford County. Should this come to fruition, there may be a request for investment of CDBG funds into the building renovation. Information on this potential project will be brought back to the committee by Ms. Engle as necessary.

	<p>The Committee made a recommendation that Ms. Engle continue to pursue exploration of the Gonic School Playground and the Community Center gym heater projects. Councilor Lauterborn requested that Ms. Engle consult with Public Works as to whether it is recommended to look at reallocating funds from Catherine Street for the Community Center. Ms. Engle noted that she request that Public Works determine the accuracy of the \$125,000 estimate for the gym heater, including any necessary federal wage rates to ensure that funds will cover this project. Ms. Engle noted that she has made an inquiry to HUD as to the eligibility of the playground project and is awaiting a response.</p> <p>In addition to these projects, Ms. Engle noted a few potential projects that have been brought to her attention for request for CDBG funds for FY14-15 or after but have not yet been investigated. Projects include a building extension to the Monarch School, building renovations for the Recreation Department at the Lowell Street location, and sidewalks in general.</p>
<b>DISCUSSION – Handling of City Funded Public Services</b>	<p>Ms. Engle discussed a request from the City's Finance Department that the committee also make specific recommendations as to funding amounts for the City funded applicants during the evaluation process of CDBG public service applicants. The Committee supported this idea and will include recommendations for funding amounts of City funded agencies in the next years' evaluation.</p>
<b>DISCUSSION- Evaluation Process for FY 14-15 CDBG Public Service Grants</b>	<p>Ms. Engle provided the committee with potential evaluation criteria for reviewing public service organizations for CDBG funding for the next year to provide a clear and transparent decision making process. Councilor LaBranche stated that he felt that the evaluation process that was developed for last year was an effective process. Councilor Hervey suggested giving the agencies an opportunity to come to a committee meeting to discuss their requests and allow the committee to ask questions. Councilor Gray suggested the agencies provide a percentage of funds they spend on administration by service. Ms. Engle requested that the Committee communicate to the full council their recommendation to stay with the process from last year and not to move forward with a more formal scoring matrix. Ms. Engle agreed to invite public service agencies to a committee meeting in January or February to discuss their applications and will provide them with some specific items the committee will want to look at.</p>
<b>DISCUSSION- Update on other Grants</b>	<p>Ms. Engle provided the committee with the following updates on other grant activity. <u>EDA Grant</u>- project management conference will be scheduled in the next few weeks. Councilor LaBranche inquired as to whether both businesses have made financial commitments to this grant as of yet. Ms. Engle responded that she was not sure and would check with Deputy City Manager, Karen Pollard.</p> <p><u>COAST Community Funds Grant</u>- project work on bus pads and shelters on Wakefield St. occurring this week, <u>Aquifer Protection</u>- SRPC is currently working on this application- due in November, <u>LCHIP</u>- Ms. Engle will explore this grant for the old PD building and the Library building for next year. <u>Green Infrastructure</u>- did not receive funding. Ms. Engle provided the committee with the response letter with positive feedback on application and encouraging the City to re-apply in the Fall. Councilor LaBranche made a motion to recommend to the Council re-applying for</p>

	<p>the Green Infrastructure Grant- motion was seconded and carried unanimously. <u>Watershed Assistance</u>- Ms. Engle explored an opportunity for a grant through NHDES to fund stormwater improvements within the Willow Brook watershed. Timing for this was not feasible.</p> <p>Ms. Engle provided the committee with the organizational chart for the newly reorganized Community Development Division and provided a quick overview of the changes in responsibilities and committee representation.</p>
<b>DISCUSSION- Economic Development Revitalization Zone</b>	<p>At the request of the City Manager, information was provided regarding the request for the City Council to approve an application to the State NH Economic Revitalization Zone Program for the Milton Road Revitalization Zone. The Committee recommended that the Council support the application to DRED for consideration of a Milton Road "Economic Revitalization Zone". Councilor LaBranche abstained. Motion was made by Councilor Hervey and seconded by Councilor Lauterborn to make a recommendation to Council.</p>
<b>NEXT MEETING TOPICS</b>	<p><b>September 26</b></p> <ul style="list-style-type: none"> <li>• Downtown Master Plan goal review</li> </ul>

Motion to adjourn made by Councilor LaBranche and seconded by Councilor Hervey. The meeting was adjourned at 8:52pm.

Next Meeting – September 26, 2013 in the Conference Room at City Hall  
Topics

- Downtown Master Plan goal review