



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
Donna Bogan, Vice Chair
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, December 9, 2019	
Members Present:	Donna Bogan James Gray Elaine Lauterborn	Members Absent: Tom Abbott Jeremy Hutchinson
Guests/Staff:	Julian Long, Community Development Coordinator	

Councilor Lauterborn called the meeting to order at 7:10 p.m. Motion was made by Councilor Gray and seconded by Councilor Bogan to approve the September 9, 2019 Community Development Committee minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
COAST – New Bus Stop Locations Request	<p>Mr. Long passed along apologies from Mr. Michael Williams for his being unable to attend the Community Development Committee meeting in person. Mr. Long explained that the Cooperative Alliance for Seacoast Transportation (COAST) is requesting the addition of four bus stops along Washington Street as part of the system redesign. The bus stops are to be placed on existing posts.</p> <p><i>Motion was made by Councilor Gray and seconded by Councilor Bogan to recommend approval of COAST's four new proposed bus stops.</i> The motion passed unanimously.</p>
FY 2021 PRE-GRANT PRESENTATIONS - Discussion	<p>Mr. Long gave an overview of different examples of how to structure in-person grant application presentations from other communities, which include setting time limits for presentations, splitting presentations over multiple meeting dates, etc. Councilor Bogan expressed approval for time limits for presentations and asked what grant applicants are currently told. Mr. Long replied that currently applicants are requested to limit their presentations to five to ten minutes but that this request can be more strictly enforced.</p> <p>Councilor Lauterborn requested that the in-person presentations be split over two days and suggested the January 2020 and February 2020 regular Community Development Committee meeting dates. The other committee members agreed. Councilor Lauterborn asked Mr. Long to schedule more</p>

	<p>presentations for the January meeting than for the February meeting, and Mr. Long stated that he would do so.</p> <p>Councilor Bogan requested that the January 2020 and February 2020 committee meetings be scheduled to begin at 6:30 p.m. rather than 7 p.m. The other committee members agreed.</p>
AUGUST 2019 HUD SITE VISIT – Corrective Action Letter and Response	<p>Councilor Lauterborn asked Mr. Long to provide a summary of the U.S. Department of Housing and Urban Development (HUD) findings and concerns and the City’s response for each finding and concern outlined in the HUD corrective action letter. This letter was sent after HUD’s site monitoring visit in August 2019. Mr. Long stated that although the HUD letter expressed a number of concerns regarding the City’s CDBG program, HUD staff also verbally expressed during the August 2019 site visit that overall HUD was pleased with the City’s CDBG program and its operations.</p> <p>Mr. Long went through each finding and concern outlined in the HUD letter and explained the corrective action that had been taken in response. Councilor Lauterborn requested that the committee be kept updated on HUD’s acceptance of the City’s corrective action, and Mr. Long stated he would do so. Councilor Gray requested that the response letter to HUD that accompanied the submitted corrective action be forwarded to the committee, and Mr. Long stated that he would forward the letter.</p>
PROJECTS PROGRAMS REPORT	<p>Mr. Long provided a brief overview of the CDBG program and stated that most construction projects for the year are now in progress, including the Historic District Commission’s acceptance of three grant applications for the façade and sign program. Councilor Lauterborn asked about the \$500,000 available in state CDBG funds. Mr. Long replied that state CDBG funds go through New Hampshire Housing Finance Authority and are generally unable to entitle communities such as Rochester.</p>
OTHER BUSINESS	<p>There was no other business.</p>

The meeting was adjourned at 7:48 p.m.

Next Meeting – Monday, January 13, 2020 at 6:30 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – FY 2021 Grant Application Presentations, FY 2020-2025 Draft Consolidated Plan Review, FY 2021 Draft Annual Action Plan Review, Projects Program Report