



Rochester City Council

Community Development Committee

MEETING MINUTES

Donna Bogan, Chair
Daniel Fitzpatrick
Laura Hailey
Palana Hunt-Hawkins
T. J. Jean

Meeting Date:	Monday, September 20, 2021	
Members Present:	Donna Bogan Daniel Fitzpatrick Laura Hailey Palana Hunt-Hawkins	Members Absent: T.J. Jean
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Chris Miller, Senior Vice President for Property Management and Housing Development, Easter Seals Ray Varney, Resident	

Council Bogan called the meeting to order at 6:00 p.m. Councilor Bogan made a motion to approve the August 16, 2021 committee meeting minutes, and Councilor Hunt-Hawkins seconded the motion. The motion passed unanimously.

PUBLIC INPUT	Mr. Varney expressed his opinion that there should be a high level met for naming of city facilities after specific individuals.
EASTER SEALS AFFORDABLE HOUSING PROJECT – Request for City to Serve as Grantee	<p>Mr. Miller gave a brief overview of the proposed project, called Champlain Place, which would construct senior affordable supportive housing units on Easter Seal's currently owned property. Easter Seals applied for funding in a pre-application to the New Hampshire Community Development Finance Authority's CARES Act Community Development Block Grant (CDBG) funding in the amount of \$1 million.</p> <p>Councilor Fitzpatrick asked if this represents a fiscal agency relationship. Mr. Miller stated that the city would receive and disperse the received grant funds. Mr. Long added that the city would also bear responsibility for environmental review, Section 3, Davis-Bacon Act, and other compliance.</p> <p>Councilor Bogan asked what timeline is required for the grant submission. Mr. Miller stated that Easter Seals hopes to begin the project in early 2022. Councilor Bogan asked if there are other options besides having the City serve as grantee. Mr. Miller replied that, if the city declines to serve as grantee, Easter Seals would approach Strafford County to request that the county serve as grantee.</p>

	<p>Councilor Hainey asked how much of the funds may be reserved for administration. Mr. Long replied that it is at least \$25,000 but possibly higher. NH Community Development Finance Authority is still determining final administrative allowances.</p> <p><i>The consensus of the committee was to refer the grant application request to the October City Council workshop meeting.</i></p>
FY 2021 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT	<p>Mr. Long gave a brief overview of the FY 2021 CDBG program's performance and summary of the FY 2021 Consolidated Annual Performance and Evaluation Report. Mr. Long stated that the prior area where program goals were not met was the area of construction projects. This was partially due to the ongoing effects of the COVID-19 pandemic and partly due to some projects receiving CDBG funding before reaching a "shovel ready" status. To address this issue in the future, future CDBG grant applications will specify that potential construction projects should be "shovel ready" before requesting CDBG funding.</p>
HONORING OF JOE HOOPER	<p>The consensus of the committee was to request city staff survey other cities' honoring and naming policies in order to develop a honoring and naming policy for the City of Rochester.</p>
COMMUNITY DEVELOPMENT PROGRAM REPORT	<p>Mr. Long gave a brief overview of recent program news. This included the submission of the annual report to New Hampshire Division of Historical Resources as required under the city's Programmatic Agreement with the state and the anticipated decision timeline for the Gafney Home affordable housing project grant application submitted to NH Community Development Finance Authority.</p>
OTHER BUSINESS	<p>There was no other business.</p>

The meeting was adjourned at 6:36 p.m.

Next Meeting – Monday, October 18, 2021, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

Topics – Community Development Program Report