



# Rochester City Council

Community Development Committee

## MEETING MINUTES

**Laura Hainey, Chair**  
**Harlan "Skip" Gilman**  
**Tim Fontneau**  
**Amy Malone**  
**John Larochele**

<b>Meeting Date:</b>	Monday, August 15, 2022	
<b>Members Present:</b>	Laura Hainey Harlan "Skip" Gilman John Larochele Amy Malone	<b>Members Absent:</b> Tim Fontneau
<b>Guests/Staff:</b>	Jennifer Marsh, Ass. Dir. Of Economic Development; Kiersten Wright, Community Development Coordinator	

Councilor Hainey called the meeting to order at 6:06 p.m. Motion was made by Councilor Malone to approve the July 18, 2022 meeting minutes and was seconded by Councilor Larochele. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>CDBG COORDINATOR INTRODUCTION</b>	Kiersten Wright introduced herself to the Committee.
<b>CDBG APPLICANT QUESTIONS</b>	<p>Ms. Wright had a few questions from FY 2023 applicants.</p> <p>Dover Adult Learning Center (DALC) requested for their funds to be used for utilities and rent. The application stated that approved funds would cover most of their share of the expenses at First Church for rent. Since the application DALC has decided to relocate to the Rochester Community Center where they will not be charged rent. DALC requested the funds be used for current rent of the First Church rent and the remainder to be used for utilities, copier and interest expenses. Kiersten stated that utilities is an allowed use of funds. The amount granted for FY23 was \$5000, they had requested \$10,000.</p> <p>Councilor Malone made a motion to recommend to City Council to allow DALC to amend their application as long as they stay in Rochester. The amendment would be to allow the funds to be used for rent, utilities, copier and internet expenses. Councilor Gilman seconded the motion. The motion passed unanimously.</p>

	<p>There was a second request made by Haven. The application requested the funds be used to pay the Shelter Program Manager. The request was for \$5000 and the action plan approved \$2500. Haven requested via email to be able to amend the application to allow for the \$2500 to go towards rent and utilities because it would lessen the amount of paperwork significantly for them.</p> <p>Councilor Malone made a motion to recommend to City Council to allow Haven to amend their application to cover rent and utilities. Councilor Gilman seconded the motion. The motion passed unanimously.</p> <p>Ms. Wright will notify Haven and DALC that they need to send amended applications and that this will be brought up at the September 6<sup>th</sup> City Council meeting.</p> <p>The third question Ms. Wright had was in regards to the \$200 awarded in FY23 for Fair Housing. Ms. Marsh noted that there was no contract created by Mr. Long before he left for Fair Housing but there was for every other PSA and City funded projects. Councilor Hainey and Malone explained that this was something new that Mr. Long had suggested, as it is a newer requirement of CDBG. The \$200 is to be used for training course on Low to Moderate income housing needs. Ms. Wright will look into this further and update the committee.</p>
<p><b>COMMUNITY DEVELOPMENT PROGRAM REPORT</b></p>	<p>Ms. Wright provided the committee with her program report. She will include this in the Committee agenda packet from now on so the members can review that and other necessary materials before the meeting.</p> <p>Ms. Wright said she will find out what the FY24 application deadline is and start working on the details to get those prepared to send out.</p>
<p><b>OTHER BUSINESS</b></p>	

The meeting was adjourned at 7:02 p.m. Motion made by Councilor Larochelle and seconded by Councilor Malone. The motion passed unanimously.

**Next Meeting** – Monday, September 19, 2022, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** Follow up on Fair Housing funding , FY 23 amended application follow up, Naming Policy, FY 24 application deadline