



Rochester City Council

Community Development Committee

MEETING MINUTES

Laura Hainey, Chair
Harlan “Skip” Gilman
Tim Fontneau
Amy Malone
John Larochelle

Meeting Date:	Monday, March 20, 2023	
Members Present:	Laura Hainey Harlan “Skip” Gilman Amy Malone John LaRochelle	Members Absent: Tim Fontneau
Guests/Staff	Kiersten Wright, Community Development Coordinator	

Councilor Hainey called the meeting to motion at 6:04pm

Councilor Fontneau is excused from the meeting as he is out of town.

PUBLIC INPUT	There was no public input.
Approval of Minutes- March 20	<p>Ms. Wright noted she saw a typo in last month’s minutes and had the date from the prior meeting. Councilor Larochelle pointed out a few grammar mistakes that needed to be corrected. Ms. Wright stated she would update the minutes and update them on the city site one approved by the Committee.</p> <p>Councilor Malone moved to accept minutes as amended, councilor Hainey seconded. Approved unanimously.</p>
FY 24 CDBG Application-Funding Recommendations	<p>Discussion started with Guyer Travel to see how much they were asking for. Councilor Malone stated they are not sure if the activities that Guyer Travel offers are CDBG eligible, Ms. Wright confirmed that a majority of the activities stated in their presentation and that they were asking funding for would not be an eligible use. Guyer Travel provides assistance for many city events and helps the schools build on their curriculum, but they do not provide a service that supports a HUD National Objective required for CDBG use. After much discussion, the committee decided not to fund Guyer Travel this year but would like to see them apply next year with a better breakdown of potential CDBG eligible activities. Ms. Wright stated she would reach out to them before next year’s applications open to assist in researching what they offer and what activities would be CDBG eligible.</p>

The Committee discussed their funding priorities and came to the consensus on the following funding recommendations for the Public Service Agency Funding subcategory:

CASA of NH: \$3,000
Waypoint of NH: \$5,000
Strafford Nutrition Meals on Wheels: \$4,000
SHARE Fund: \$8,936.40
HAVEN: \$2,500
Dover Adult Learning Center: \$5,000
Cross Roads: \$5,000
Alliance For Community Transportation (ACT): \$1,000

The Committee also agreed that any Public Service Agency funding amounts received from HUD in excess of \$34,436.40 should be split between Sharefund (34%), Strafford Nutrition Meals on Wheels (33%) and Cross Roads (33%).

Motion was made by Councilor Malone to approve the above funding recommendations and forward to City Council for approval. Motion was seconded by Councilor Gilman. Motion passed unanimously.

The Committee proceeded to discuss the Public Facilities/Infrastructure and Housing Rehabilitation Requests. A consensus was made on the following recommendations for Public Facilities/Infrastructure and Housing Rehabilitation funding subcategory:

Community Action Partnership for Strafford County (Strafford CAP)- Weatherization/ Housing Rehabilitation: \$75,000
Triangle Club-Reconstruction of Fire Escape and Weatherization of Siding- \$31,720
East Rochester Library- Water Heater replacement and Lighting System- \$2,500

Motion was made by Councilor Malone to approve above funding recommendations and forward to City Council for approval and motion was seconded by Councilor Gilman. The motion passed unanimously.

After discussion and approvals for applicable projects, there will be a remaining amount under the Public Facilities/Infrastructure and

	<p>Housing Rehab subcategory in the amount of \$42,504.40 for FY24. The councilors inquired to Ms. Wright if they could open applications again to allow for more projects to apply under the Public Facilities/Infrastructure and Housing Rehab subcategory. Ms. Wright informed the committee it was their decision, however since the Annual Action plan is due by mid-May they would possibly require an amendment to make an update on the projects.</p> <p>Motion was made by Councilor Malone to approve a 60 day extension for Public Facilities/Infrastructure and Housing Rehab projects starting April 5th. Councilor Gilman seconded this motion. Motion was approved unanimously. Ms. Wright informed the committee she would work on a press release with Matthew Wyatt to get on Rochester Post and investigate reaching out to other groups that maybe interested in applying</p>
FY 24 Draft CDBG Annual Action Plan- First Review	<p>Ms. Wright informed the Committee that the first public hearing will happen, Tuesday, March 21, 2023 for FY24 Annual Action Plan. This is the first public hearing for the Annual Action Plan to allow the public notice. During this time there will be a public comment period to allow for any questions or concerns to be brought up.</p> <p>Ms. Wright also stated she is working on having the 2nd public hearing for April 18th, with 15-day comment period. HUD only requires a 30-day comment period, but Ms. Wright believes that having additional time will allow for more people to speak up about the Annual Action Plan and allow for more information to the Committee to make informed decisions based on the public input. Ms. Wright informed the committee of her intention to request a 30 day for the Annual Action Plan.</p> <p>The Action Plan for FY24 is due to HUD (U.S. Department of Housing and Urban Development) by May 15, 2023, however with a 30 day extension this will allow for Ms. Wright to gather more information to draft the action plan and allow for additional questions and comments to be made by the public. Committee agreed with Ms. Wright's decision and requested to be notified if they are able to assist her in anyway.</p>
Community Development Program Report	<p>Ms. Wright informed the committee that she will be sending out reminders to all current subrecipients later this week that quarter 3 is ending and reporting will be due by each subrecipient by April 14, 2023.</p> <p>Ms. Wright also informed the committee she met with Steve from the Rec Department to discuss their CDBG Projects. He stated they are looking to start the Teen Area/ Cameras this month but that the Pickleball Court has had some pushback since they were</p>

	originally approved. He is hoping to get that started ASAP but is still waiting for an update on the location. Once the new location has been chosen Ms. Wright will conduct a new Environmental Review to ensure it follows the proper requirements.
Other Business	<p>Ms. Wright was approached by Ms. Saunders about the meeting next in April where she is to bring a member of the Orton Foundation to discuss the Heart and Soul Program. Ms. Saunders stated that she also has her committee meeting the same night at 6:30 and would need to be out of the building before 6:15 in order to make it in time. She is requesting to meet earlier in the evening, at 5:30pm, rather than the normal 6:00pm meeting for the Community Development Committee.</p> <p>Councilors agreed that 5:30pm is acceptable start time. Ms. Wright noted that she would update Ms. Saunders and note the time change on next month's agenda.</p>

Motion was made by Councilor Hailey to adjourn the meeting. Councilor Malone 2nd.
Adjourned at 7:51pm.

Next Meeting – Monday, April 17, 2023, at 5:30 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

Topics: TBD