



Rochester City Council

Community Development Committee

MEETING MINUTES
Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Ray Barnett
A. Raymond Varney, Jr.

Meeting Date:	July 10, 2017	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Jenn Marsh, Economic Development Specialist Emily Pelletier, Rochester Community Vibrancy Committee Esther Turner, Rochester Community Vibrancy Committee Mike Provost, Rochester Main Street Executive Director.	

Councilor Lauterborn called the meeting to order at 7:31 p.m. Motion was made by Councilor Bogan and seconded by Councilor Varney to approve the May 8, 2017 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
COMMUNITY VIBRANCY COMMITTEE – Downtown Pianos	<p>Ms. Pelletier explained that the Rochester Community Vibrancy Committee, formed after the First Impressions downtown project, is proposing to place donated, volunteer-painted pianos in the downtown to add music and help make the downtown more family-friendly. Other communities in New Hampshire, such as the Town of Littleton, have done similar downtown projects. The project would start with placing one piano in front of the Rochester Performing Arts Center.</p> <p>Councilor Lauterborn asked when the other pianos would be placed, and Ms. Pelletier replied that the plan is to roll out a new piano every other week, with at least four pianos placed by the end of the summer. Other possible piano locations include the library and the river walk.</p> <p>Councilor Varney asked if there would be a curfew or quiet hours for the pianos. Ms. Pelletier replied that there would be quiet hours which would be posted on each piano, as well as instructions to cover</p>

	<p>the piano when not in use. Councilor Varney suggested that the Community Vibrancy Committee notify the Police Department of the quiet hours.</p> <p>Ms. Marsh mentioned that there was a spot in front of the Performing Arts Center where a piano could be chained and that Joe Devine from the Codes Department has reviewed the proposed piano site to ensure there would still be the required ADA access space on the sidewalks.</p> <p>Ms. Turner mentioned that there were concerns about vandalism prior to the recent Hanson Pines Trail project but so far there has not been any vandalism. Mr. Provost added that, even if there is vandalism, follow-up repairs can eventually deter vandals.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Varney to support the proposed downtown pianos project and to recommend that the full City Council vote to support the project. The motion passed unanimously.</i></p>
<p>DOWNTOWN DUMPSTERS</p>	<p>Ms. Marsh explained that there are a number of dumpsters that are privately owned but located on City property in the Union Street parking lot. She discussed ongoing issues with dumping and distributed photographs taken of the dumpsters during particularly bad periods. She proposed that businesses should approach the City for approval prior to placing a dumpster and enter into a memorandum of understanding.</p> <p>Councilor Varney asked if the problem isn't addressed under existing ordinances. Ms. Marsh replied that current ordinances do not address City-owned property.</p> <p>The consensus of the Committee was to support requiring memoranda of understanding for privately owned dumpsters placed on City property.</p>
<p>ROCHESTER MAIN STREET – Presentation by Mike Provost</p>	<p>Mr. Provost began by discussing some upcoming events sponsored by Rochester Main Street, including the RiverWalk Fest, the summer concerts series on Central Square, and the façade grants program funded through the City's CDBG program. Mr. Provost also discussed some of Main Street's achievements during his tenure as executive director, including over \$11 million in private investment in the downtown since 2008, over 500 press releases, and half a million in donated volunteer time. He also mentioned that the downtown district has been extended to encompass Frisbie Memorial Hospital, Spaulding High School, and the Rochester Community Center.</p> <p>Mr. Provost also thanked the City for its support of Rochester Main Street and expressed the hope that the City would support his</p>

	<p>successor. Councilor Lauterborn thanked Mr. Provost for his years of service to the City's downtown and asked about the timeline for hiring the next Main Street executive director. Mr. Provost said that the application period closed with 43 applications received and that now the search committee is reviewing and narrowing down the applicant pool.</p>
<p>FY 17-18 CDBG ANNUAL ACTION PLAN – Funding Reallocation, NH Municipal Technical Assistance Grant Matching Funds</p>	<p>Mr. Long presented a chart showing a breakdown of the additional funds available now that the City has received its FY 2017-2018 CDBG grant allocation of \$265,965 total, as compared to the working estimate of \$216,946 total. For the administration and planning category of funding, which is capped by HUD at 20% of the overall grant, Mr. Long proposed that \$2,500 of the additional \$9,803.80 be used as matching funds for the Planning Department’s recently awarded Municipal Technical Assistance Grant from Plan NH. This grant will fund review and amend downtown density limits to allow for greater density, which Mr. Long explained will hopefully allow for more redevelop of downtown buildings for residential use.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Barnett to recommend \$2,500 of the additional CDBG planning and administration funds be used as matching funds for the Municipal Technical Assistance Grant and the remainder be used for general CDBG administrative costs. The motion passed unanimously.</i></p> <p>The Committee briefly discussed allocating the additional \$31,862.35 in funds available for public facilities, housing rehabilitation, and economic development activities be allocated to the previously approved Recreation Department tennis court lights project. <i>Motion was made by Councilor Bogan and seconded by Councilor Abbott to recommend that an additional \$31,862.35 be allocated to the tennis court lights project. The motion passed unanimously.</i></p> <p>Councilor Lauterborn suggested that the additional public service agency funds, capped by HUD at 15% of the overall grant, be allocated to previously funded activities. There is an additional \$7,352.85 available for public service agency activities. The Committee discussed and agreed upon the following allocations:</p> <ul style="list-style-type: none"> - An additional \$3,500.00 for Cross Roads House, bringing the total allocation for FY 17-18 to \$12,000; - An additional \$1,000.00 for My Friend’s Place, bringing the total allocation for FY 17-18 to \$7,000; - An additional \$1,852.85 for the SHARE Fund, bringing the total allocation for FY 17-18 to \$5,852.85; and - An additional \$1,000.00 for Community Partners, bringing the total allocation for FY 17-18 to \$3,000. <p><i>Motion was made by Councilor Barnett and seconded by Councilor</i></p>

	<i>Varney to recommend the above funding allocations to the full City Council for final approval. The motion passed unanimously.</i>
CDBG PROJECTS PROGRAM REPORT – Current CDBG Projects, Future CDBG Projects, Non-CDBG Projects	<p>Mr. Long gave a brief update on FY 2016-2017 CDBG projects, including the need to rebid on the generator project at the Homeless Center for Strafford County and the start of the façade project at the Rochester Performing Arts Center. He also discussed the annual site visits, which resulted in no findings or major items of concern.</p> <p>Mr. Long then provided updates on the Bridging the Gaps and victim witness advocacy programs. The new victim witness advocate began work on July 10th, and an offer for the coalition coordinator position was made and is in negotiations. Mr. Long also stated that, unfortunately, the City's EPA brownfields and HUD lead hazard abatement program grant applications were unsuccessful. The City is pursuing debriefing for both grant applications to learn more about how these applications performed and how to improve any potential future applications.</p>
OTHER BUSINESS	<p>Councilor Bogan suggested that the City issue a citation or other official recognition to resident Dave Walton for his volunteer work on downtown improvements. Councilor Varney stated he would discuss this possibility with Mayor McCarley. Councilor Lauterborn suggested that a recognition also be given to Mike Provost for his years of service as executive director of Rochester Main Street. The consensus of the Committee was to support formal City recognition for Mr. Walton and Mr. Provost.</p>

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Barnett. The vote to adjourn was unanimous. The meeting was adjourned at 8:40 p.m.

Next Meeting – Monday, September 11th, 2017 at 7 p.m. in the City Council Conference Room at City Hall

Topics – Rochester Main Street – New Executive Director, CDBG Consolidated Annual Performance and Evaluation Report, CDBG Projects Program Report