



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

Meeting Date:	March 26, 2015	
Members Present:	Councilor Bogan Councilor Collins Councilor Gray Councilor Keans (arrived 6:10 p.m.) Councilor Lauterborn	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Todd Marsh, Welfare Office Director Karen Pollard, Economic Development Director Brian Sylvester, Rochester Public Library Director Tom Tanner, School Lunch Program Director	

Councilor Gray called the meeting to order at 6:00 p.m. Motion was made by Councilor Lauterborn and seconded by Councilor Gray to approve the February 26, 2015 and the March 16, 2015 minutes. The minutes were approved unanimously.

<p>Other Business - Office of Economic Development's Draft Conference Center Feasibility Study</p>	<p>Ms. Pollard requested permission to present at the beginning of the meeting. Councilor Gray asked Mr. Long to decide on what the presentation order would be for the City staff presentations. Mr. Long granted Ms. Pollard's request to present first. The agenda was amended to allow Ms. Pollard to speak first.</p> <p>Ms. Pollard stated that the Office of Economic and Community Development is considering a feasibility study for a hotel and conference center that would serve the Seacoast Region and the many businesses that are in need of professional meeting and conference space. The Rochester Economic Development Commission gave a unanimous endorsement to proceed on February 12, 2015. There are three tentative potential sites under consideration for the location of the center: the Rochester Fairgrounds, the former Thompson Center Arms site, and a site on Route 11. Ms. Pollard requested an endorsement from the Community Development Committee.</p> <p>Councilor Keans entered the meeting at 6:10 p.m.</p> <p>Councilor Collins asked how the existing Holiday Inn Express feels about this proposal. Ms. Pollard stated that the Holiday Inn Express is supportive, as a conference center would bring a greater number of people to the City. Councilor Collins asked if the center would include a</p>
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	<p>restaurant. Ms. Pollard said it was a possibility and will be analyzed in the feasibility study.</p> <p>Motion was made by Councilor Lauterborn and seconded by Councilor Bogan to endorse the feasibility study. The Committee voted unanimously to endorse the feasibility study.</p>
<p>FY 2015-2016 Grant Applications Presentations by City Staff</p>	<p>Mr. Long passed out hard copies of the cost estimates received from the Community Action Partnership of Strafford County for its proposed Head Start security system upgrades project.</p> <p>Mr. Sylvester gave a presentation on the proposed Rochester Public Library project to install handicap-accessible doors on the Main Street entrance to the library. There is a ramp to the main entrance but no button to open the doors. There is another door to enter the building that is equipped with a button to open the doors but it is not easily reached.</p> <p>Councilor Gray asked about the potential for a project replacing window blinds in the library with blinds with child-safe cords, and Mr. Sylvester stated that the library would be interested in the project. Councilor Lauterborn asked if there would be enough money for this project, and Mr. Long stated that there should be. Mr. Sylvester stated he would obtain a price quote for the project.</p> <p>Mr. Tanner gave a presentation on food insecurity issues affecting Rochester School Department students. He stated that the School Department used to run the summer meals program but that the program is now run by the Community Action Partnership of Strafford County. Councilor Bogan commented on the issue of food wastage and how this issue has been addressed at Chamberlain Street School. Councilor Collins asked Mr. Tanner to investigate implementing the Chamberlain Street School solutions at the other schools in the district.</p> <p>Mr. Marsh gave a presentation on how the Welfare office and the region's public service agencies interact with and support one another's work. Mr. Long added comments on the areas of public services support in which the U.S. Department of Housing and Urban Development might be most interested.</p>
<p>FY 2015-2016 Annual Action Plan</p>	<p>Councilor Lauterborn requested that representatives from the Community Action Partnership for Strafford County be invited to attend the April 2015 Community Development Committee meeting to further discuss the Head Start security systems grant application. Mr. Long stated he would invite them.</p> <p>Motion was made by Councilor Gray and seconded by Councilor Lauterborn to add 10% to all facilities project estimates to ensure adequate project funding. The vote was unanimous in favor of the motion.</p> <p>Motion was made by Councilor Keans and seconded by Councilor Lauterborn to recommend:</p>

Consolidated Plan Priority Category	Project/Activity	Funding Amount
<i>Public Service Agencies</i>		
Basic	Homeless Center for Strafford County	\$7,059.30
Investment	Project Pride	\$5,000.00
Basic	SHARE Fund	\$5,000.00
Safety Net	New Hampshire Legal Assistance Housing Justice Project	\$1,000.00
Basic	My Friend's Place	\$6,000.00
Safety Net	Tri-City Co-Op	\$1,500.00
Basic	Cross Roads House	\$3,500.00
Investment	Dover Adult Learning Center	\$5,000.00
<i>Economic Development</i>		
Investment	Development of In-City Small Business Development Center	\$12,000.00
<i>Housing Rehabilitation</i>		
Basic	Community Action Partnership of Strafford County – Weatherization Program	\$50,000.00
<i>Facilities</i>		
Investment	Rochester Public Library – Handicap-Accessible Doors	\$16,500.00
Basic	Homeless Center for Strafford County – Roof Construction	\$3,850.00
Investment	Rochester Child Care Center – Fire-Safety Upgrades	\$4,400.00
Investment	Community Action Partnership of Strafford County – Head Start Security Upgrades	\$8,800.00
Investment	Rochester School Department – Handicap-Accessible Elevator Lift	\$48,400.00
Investment	Bicycle Racks Project	\$13,200.00
Investment	Handicap Accessibility Improvements Microgrants Program	\$47,921.94

The vote was unanimous in favor of the motion.

	<p>Motion was made by Councilor Lauterborn and seconded by Councilor Keans to approve the draft FY 2015-2016 Annual Action Plan and send to the full City Council for its consideration and approval. The vote was unanimous in favor of the motion.</p> <p>Councilor Gray tabled the discussion of the three general City funding grant applications until the April 2015 Community Development Committee meeting.</p> <p>Councilor Keans requested that the possibility for a feasibility study for a teen drop-in center be added to the April 2015 Community Development Committee agenda. Mr. Long stated he would add it to the agenda.</p>
Five Year Consolidated Action Plan	<p>Councilor Lauterborn asked from where the area median income information in the draft plan was taken. Mr. Long stated that it was taken from U.S. Department of Housing and Urban Development data. Councilor Lauterborn requested that Mr. Long check this data against other available data, as the area median income seemed high. Mr. Long stated he would do so.</p> <p>Motion was made by Councilor Collins and seconded by Councilor Keans to approve the draft FY 2015-2020 Consolidated Action Plan and send to the full City Council for its consideration and approval. The vote was unanimous in favor of the motion.</p>
CDBG Projects Program Report	<p>Mr. Long gave brief updates on the Hanson Pines Pavilion and Rochester Public Library HVAC projects. Both projects are scheduled to go out to bid at the beginning of April and to be completed by the end of June.</p>
Other Business	<p>Mr. Long gave a brief update on the Willow Brook Watershed grant. The grant award acceptance paperwork has been completed for the Willow Brook Watershed grant and submitted to the New Hampshire Department of Environmental Services. Councilor Gray requested that the Planning Department be kept updated on this project. Mr. Long stated he would ensure the Planning Department is kept updated.</p>
Public Input	<p>There was no public input.</p>

Motion to adjourn was made by Councilor Collins and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 8:25 p.m.

Next Meeting – APRIL 23, 2015 at 6:00 p.m. in the Conference Room at City Hall
Topics – FY 2015-2016 CDBG Grant Applications, General City Funding Grant Applications, Continuing CDBG Projects, Potential CDBG Projects