



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:	Monday, September 12, 2016	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Mr. Mike Provost, Rochester Main Street Director	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Varney to approve the August 8, 2016 minutes. The minutes were approved unanimously.

Public Input	There was no public input.
CDBG Prior Year Unexpended Funds – Rochester Main Street Façade Program	<p>Mr. Long presented an overview of the available funds from prior CDBG program years (\$26,362.83) and the requests for additional funding received (\$20,578.00 requested for the Rochester Main Street façade and code enhancements program and \$3,080.00 requested for the Tri-City Co-op HVAC and handicap ramp project). Mr. Long discussed the additional request from Tri-City Co-op, which was due to one of the organization’s contractors not having factored Davis-Bacon Act federal wage rates into the price quote. Tri-City Co-op had not heard back from the second contractor prior to the start of the Committee meeting.</p> <p>Councilor Varney asked why there was such a large increase between the two price quotes received for the HVAC portion of the Tri-City Co-op project. Mr. Long explained that the original price quote, in addition to not including Davis-Bacon wage rates, also included a special non-profit discount. Councilor Bogan asked if Tri-City Co-op had received facilities funding before, and Mr. Long stated that this is the first time that Tri-City Co-op has received facilities funding. In years past, Tri-City Co-op has received only public service agency funding, so environmental review and Davis-Bacon requirements are new to the organization.</p> <p>Mr. Provost stated that so far Rochester Main Street has received interest from two property owners in the façade and code enhancements program, for improvements to the Progressive Esthetics building and to the Rochester Performing Arts Center. Mr. Provost mentioned that he is reaching out to two other property owners, as well, who he believes are likely to be interested. Property owners will be required to provide a 50%</p>

	<p>match for any grant received, and the grant application for the program is being modeled on the Historic District Commission’s application to streamline the process.</p> <p>Mr. Provost said he’d be working closely with Mr. Long on each application to ensure full CDBG regulatory compliance, and Mr. Long explained the issue of federal funding “tainting” an entire project, meaning, for example, that Davis-Bacon federal minimum wages must be paid to all workers on a project even if CDBG funds only a small portion of the project. Councilor Abbott asked what counts as a separate project for CDBG purposes, and Mr. Long stated that it would require a case-by-case determination but involved factors such as the time elapsed between the projects, the interrelation of the projects, and whether the projects were conceptualized at the same time or separately.</p> <p>Councilor Lauterborn asked if a decision on both the Rochester Main Street and Tri-City Co-op requests for additional funding could wait until Tri-City Co-op has received an updated price quote from the second contractor. Councilor Bogan asked if funds could be expended on the upcoming downtown river walk project. Mr. Long explained that, for projects already approved under the FY 2016-2017 Annual Action Plan, additional funding would just need to be approved by the Committee and then the full City Council. If prior year unexpended funds are allocated to a project not already approved under the FY 2016-2017 Annual Action Plan, such as the river walk project, then the full Citizen Participation Process would be required before the full City Council could vote to allocate the funds.</p> <p>The consensus of the Committee was to wait until the next Community Development Committee meeting to decide on the allocation of remaining prior year CDBG funds.</p>
<p>Rochester Main Street Presentation</p>	<p>Mr. Provost gave an overview of recent Rochester Main Street-hosted events, including the Blues and BBQ Festival and Gay Pride, as well as upcoming events, including Oktoberfest and the annual Zombie Walk. Mr. Provost then distributed a brief survey quiz, requesting opinions and perceptions on the downtown and its needs, to the Committee and Mr. Long for completion.</p> <p>Following this, Mr. Provost presented on previously collected responses to the survey. Survey responses have included opinions that the downtown is not child-friendly but does offer low-cost family entertainment, most residents feel safe downtown, traffic moves too quickly downtown, current traffic patterns are awkward or confusing, and there are not enough services and resources for residents looking to “age in place.” Councilor Bogan asked who has been asked to take the survey thus far, and Mr. Provost replied that it has been a broad range of groups, including businesses, general citizens, and even school students.</p> <p>Councilor Lauterborn stated that the performing arts center will have a large impact on the downtown. Councilor Abbott stated that the downtown needs developers with vision as well as regulations that promote better housing. Councilor Bogan suggested that Rochester Main Street reach</p>

	<p>out to elderly residents, many of whom are retired and have available time, to add to Rochester Main Street's pool of volunteers.</p>
<p>CDBG Conflict of Interests Policy - Draft</p>	<p>Mr. Long explained that the draft policy is a formalization of procedures already in use by the Committee and City staff. Councilor Lauterborn noted that, when she was a member of Dover Adult Learning Center's board of directors, she declared this potential perceived conflict during the Committee meeting where the CDBG grant applications, including Dover Adult Learning Center, presented their funding requests. Mr. Long added that, when he enrolled in a class offered by Dover Adult Learning Center, he likewise declared this potential perceived conflict in a memorandum addressed to the City Manager.</p> <p><i>Motion was made by Councilor Barnett and seconded by Councilor Abbott to recommend that the full City Council approve and adopt the draft CDBG Conflict of Interests Policy. The motion passed unanimously.</i></p>
<p>CDBG Projects Program Report</p>	<p>Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the state inspection and approval of the new elevator at Spaulding High School and accounting services provided to JOB Loan Program loan recipient Seacoast Gymnastics. Mr. Long also discussed submission of the finalized FY 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER), following minor updates to the section on funds expended in FY 2015-2016, and the on-site monitoring visit conducted by the U.S. Department of Housing and Urban Development (HUD) concerning the City of Rochester's compliance with Davis-Bacon Act requirements. HUD found the City to be in full compliance, and there were no findings from the monitoring visit.</p>
<p>Other Business</p>	<p>Councilor Lauterborn requested that the FY 2016-2017 budget for the Bridging the Gaps program be provided at the next Community Development Committee meeting. Mr. Long stated that he would provide copies at the next meeting.</p> <p>Councilor Varney asked about the EDA Grant reporting discussed in the Community Development Coordinator Report, and Mr. Long explained that this referred to the Economic Development Administration Grant funding the sewer extension on Salmon Falls Road. The three-year reporting deadline is October 1, 2016.</p> <p>Councilor Lauterborn noted that the next Committee meeting currently is scheduled to coincide with Columbus Day and asked whether this meeting could be cancelled. Mr. Long stated that he would check with Tri-City Co-op to see if a November meeting to discuss their request for additional funding would work with their project timelines.</p>

Motion to adjourn was made by Councilor Barnett and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 8:15 p.m.

Next Meeting – Monday, November 14, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

Topics – CDBG Prior Year Unexpended Funds, JOB Loan Program Report, CDBG Projects Program Report, Bridging the Gaps Budget Report