



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

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

<b>Meeting Date:</b>	Monday, November 14, 2016	
<b>Members Present:</b>	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Mr. Julian Long, Community Development Coordinator Ms. Jennifer Marsh, Economic Development Specialist Mr. John Storer, Director of City Services Mr. Mike Provost, Rochester Main Street Director Mr. Philip Corbett, CMA Engineers Mr. Walter Devine, Acorn Terrace Cooperative Mr. Richard Williams, Acorn Terrace Cooperative	

Councilor Lauterborn called the meeting to order at 7:05 p.m. Motion was made by Councilor Barnett and seconded by Councilor Bogan to approve the September 12, 2016 minutes. Councilor Lauterborn mentioned that there was a correction to the minutes. “In years past, Tri-City Co-op has received public service agency funding, so environmental review and Davis-Bacon requirements are new to the organization” was corrected to “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.” (emphasis added) The corrected minutes were approved unanimously.

<b>Public Input</b>	There was no public input.
<b>Rochester Farmers’ Market</b>	<p>Ms. Marsh discussed upcoming changes to the Rochester Farmers’ Market for 2017: the market will run from June 13<sup>th</sup> through September 26<sup>th</sup> in the upcoming year, and the new time it will be held is 3:00 p.m. to 6:00 p.m. Ms. Marsh also mentioned that the special veterans’ month promotion held during the 2016 market was very successful. The consensus of the committee was to support the 2017 Rochester Farmers’ Market.</p> <p>Mr. Provost also discussed Rochester Main Street’s plan to hold a Winter Fair, probably in February, which was inspired by Rochester’s participation in the First Impressions program. Mr. Provost expressed interest in having the Department of Public Works truck in clean snow for the Winter Fair for use in snowman-making activities. Councilor Varney asked what location will be used for the fair, and Mr. Provost stated that it would be held throughout the downtown region. Councilor Varney stated the matter should be referred to Public Works, and Mr. Storer expressed</p>

	<p>support for the Winter Fair and requested additional information.</p> <p>Councilor Lauterborn suggested that the Winter Fair should be referred to the Public Works Committee, and the consensus of the Committee agreed.</p>
<p><b>CDBG Prior Year Unexpended Funds</b></p>	<p>Mr. Long provided a brief overview of the additional funding requests of \$20,578.39 from Rochester Main Street for its façade improvement program, \$3,080.00 from Tri-City Co-op for its handicap ramp and HVAC project, \$300.00 from the Homeless Center for Strafford County for its back-up generator project, and \$21,180.81 from the Acorn Terrace Cooperative for its water system improvements project.</p> <p>Mr. Provost stated that so far Rochester Main Street has received one firm expression of interest in a façade improvement grant, from the new Performing Arts Center, and two tentative expressions of interest. Councilor Varney disclosed that he is on the board of directors of the Rochester Opera House, which is the sponsor of the Performing Arts Center.</p> <p>Mr. Devine explained that the Acorn Terrace Cooperative, a cooperative comprised of manufactured home owners, has been experiencing issues with its water delivery to cooperative residents. There are breaks and leaks in the water pipes. Many residents are experiencing low water pressure and other water issues. The cooperative is in the process of obtaining a loan through the Drinking Water State Revolving Fund but is seeking additional funding for the necessary upgrades.</p> <p>Mr. Corbett mentioned that there is a NH Department of Environmental Services (DES) Notice of Violation related to the water system issues at the cooperative.</p> <p>Councilor Lauterborn asked if the project is CDBG eligible, and Mr. Long confirmed that preliminary analysis indicates that the project is eligible. Councilor Abbott asked whether CDBG funds would increase project costs due to federal requirements, and Mr. Long explained that they would not, as the Drinking Water State Revolving Fund is federally-funded and therefore the federal requirements are already applicable.</p> <p>Councilor Lauterborn asked whether it would cost more for the cooperative to hook up to the City water system, and Mr. Corbett said it would actually cost less. Councilor Varney stated that Mr. Storer and Councilor Willis are concerned about the cooperative still using wells and suggested that the cooperative should consult with the Department of Public Works and the Public Works Committee, and the consensus of the Committee agreed that the project should be referred to the Public Works Committee as a first step.</p> <p>Mr. Devine stated that Acorn Terrace Cooperative would also be interested in applying for FY 2017-2018 CDBG funds during the regular grant funding cycle to fund septic system improvements. Mr. Devine also requested that, as the Committee had decided not to recommend funding for the project, a letter stating such be provided to show to DES to prove</p>

	<p>that the cooperative is seeking funding to fix the problems. Mr. Long stated that he would draft a letter and provide a copy of the meeting minutes to Mr. Devine.</p> <p><b><i>Motion was made by Councilor Barnett and seconded by Councilor Varney to recommend additional funding in the amount of \$3,080.00 to fund the Tri-City Co-op HVAC and handicap ramp project and \$300.00 to fund the Homeless Center for Strafford County back-up generator project. The motion passed unanimously.</i></b></p>
<p><b>Courage Wall Project</b></p>	<p>Mr. Long provided a brief summary of the history of this project proposal. The original proposal was to install the Courage Wall where the Recreation Department's department logo currently is inside the Community Center, after the Recreation Department moves its office. The Recreation Department is still located inside the Community Center currently.</p>
<p><b>FY 17-18 CDBG and General City Funding Grant Applications – Review Only</b></p>	<p>Mr. Long provided a brief overview of the changes made to the FY 2017-2018 CDBG grant application and general City funding application from the prior year. This is comprised of a new section on construction projects discussing Davis-Bacon Act, environmental review, and Section 3 requirements, as well as a change to the section on procurement requirements to bring the CDBG construction procurement procedures in line with the City of Rochester's procurement policy. This policy requires that all projects over \$1,000 but under \$10,000 to obtain three price quotes and all projects over \$10,000 to use a sealed bid process.</p> <p>Councilor Lauterborn asked if the new procurement requirements are from the U.S. Department of Housing and Urban Development, and Mr. Long stated that they are from the City's Finance Department. Councilor Abbott asked if CDBG subgrantees must always accept the lowest bid or price quote, and Mr. Long stated that they are not required to do so but are requested to provide a brief narrative explanation if they do not choose the lowest bid or price quote.</p>
<p><b>Residential Rehabilitation Loan Program Close-Out</b></p>	<p>Mr. Long explained that in the late 1990s and early 2000s the City of Rochester ran a residential rehabilitation loan program funded with CDBG funds. The loans were fully forgivable after a certain number of years, but some loan recipients did not meet these conditions and paid back the loans to the City, in part or in full. These loan repayments have sat in a City bank account that the Finance Department now wishes to close out; the funds will return to the CDBG program to be reallocated to other eligible CDBG activities.</p> <p>Councilor Varney suggested that the residential rehabilitation loan program close-out be referred to the Finance Committee, and the consensus of the Committee agreed.</p>
<p><b>CDBG Projects Program Report</b></p>	<p>Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the repayment of the Economic Development Small Business Development Center funds from FY 2015-2016 due to a failure to serve the minimum percentage of low- to moderate-income residents and the continuing work at Hope on Haven Hill. Councilor Barnett asked if the work at Hope on Haven Hill is nearing completion, and Mr. Long confirmed that the CDBG-funded project is almost complete,</p>

	<p>although additional work will occur at the building later in the year.</p> <p>Mr. Long gave a brief overview of the JOB Loan Program report through June 30, 2016. All outstanding loans are currently up to date in payments, and there is \$156,608.44 in the JOB Loan Program revolving loan fund available for lending. Councilor Varney asked if the Publick House is now up to date on its loan payments, and Mr. Long confirmed that they are. Councilor Barnett asked about the source of the funds in the JOB Loan Program revolving loan fund, and Mr. Long stated that the funds are CDBG funds and that loan repayments return to the revolving loan fund to be lent out again.</p> <p>Councilor Bogan requested that the Community Development Coordinator report for October/November 2016 be corrected to reflect that the Community Development Coordinator attended the Ward 6 meeting, not the Ward 4 meeting. Mr. Long apologized for the error and stated that he would correct the report.</p> <p>Councilor Varney asked whether the memorandum of understanding between Bridging the Gaps and the Rochester School Department had been provided via email to the Committee. Mr. Long stated he would double check and, if it had not been provided, would send a copy of the memorandum of understanding to the Committee. Councilor Barnett asked about the source of the Bridging the Gaps funds, and Mr. Long stated that they were federal funds distributed through the Substance Abuse and Mental Health Services Administration.</p> <p>Councilor Varney asked about the status of the COPS Hiring Program grant. Mr. Long stated that the grant application had been submitted with estimated figures and needed to be corrected with the actual figures. Now that the City Council has voted to accept the grant award, the U.S. Department of Justice will allow the City to submit the amended grant application so the grant award will reflect the correct figures.</p>
<b>Other Business</b>	There was no other business.

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Abbott. The vote to adjourn was unanimous. The meeting was adjourned at 8:20 p.m.

**Next Meeting** – Monday, December 12, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

**Topics** – CDBG Projects Program Report