



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson

Elaine Lauterborn, Vice Chairperson

Sandra Keans

Jake Collins

Donna Bogan

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| Meeting Date: | April 23, 2015 | |
| Members Present: | Councilor Bogan Councilor Collins Councilor Gray Councilor Keans Councilor Lauterborn | Members Absent: None |
| Guests/Staff: | Julian Long, Community Development Coordinator Melissa Adams, Deputy Director of Community Action Partnership of Strafford County | |

Councilor Gray called the meeting to order at 6:25 p.m. Motion was made by Councilor Collins and seconded by Councilor Bogan to approve the March 26, 2015 minutes. The minutes were approved unanimously.

FY 2015-2016 General City Funding Grant Applications

Ms. Adams presented on the Community Action Partnership of Strafford County's (CAP) grant application for a facilities project at its Head Start location at the Rochester Community Center. Mr. Long distributed hard copies of a second price quote that CAP has received for the project. Councilor Gray asked if the quote incorporated Davis-Bacon Act wage rates, and Ms. Adams said she would check.

Councilor Keans asked why the installation of a security system is necessary, and Ms. Adams replied that it's required by state child care licensing policies. Councilor Keans suggested that someone with the City should approach state officials to change this requirement, and Councilor Gray said he will ask Legislative Services to investigate this possibility.

Councilor Bogan requested information on ensuring safety and security. Ms. Adams stated that, in addition to security equipment, there is a receptionist who greets every visitor, there is an authorized pick-up list, and all persons who pick up children are screened against the sex offender registry.

Motion was made by Councilor Bogan to approve the Head Start facilities project and to allocate \$3,956.60, pending the Davis-Bacon Act wage rate inquiries. Motion was seconded by Councilor Lauterborn. The motion passed unanimously.

The Committee then reviewed the three grant applications received from The Homemakers, Cornerstone VNA, and Community Action Partnership

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| | <p>of Strafford County requesting general City funding. Councilor Lauterborn inquired as to the relatively large amount Cornerstone VNA received, and Councilor Keans replied that it is partly due to how long Cornerstone has been operating in Rochester.</p> <p>Councilor Keans asked how long CAP has received general funding, and Mr. Long replied that CAP has received funding since at least 2002. Mr. Long also explained that funding likely goes farther back, as well, but it is difficult to track funding prior to 2002 due to a change in systems.</p> <p>Motion was made by Councilor Lauterborn to fund The Homemakers, Cornerstone VNA, and Community Action Partnership of Strafford County at the same amounts the three agencies were funded in FY 2014-2015. Motion was seconded by Councilor Keans. The motion passed unanimously.</p> |
| <p>CDBG Projects Program Report</p> | <p>Mr. Long gave brief updates on the Hanson Pines Pavilion and Rochester Public Library HVAC projects. Both projects have gone out to bid and to be completed by the end of June.</p> <p>Mr. Long also gave a brief update on his visit, along with several other City employees, to the City of Dover’s teen center. Councilor Keans suggested reaching out to the School Department’s Jacky LeHoullier and Spaulding High School’s Human Rights Club coordinator to be involved in studying the feasibility of a Rochester teen drop-in center. Councilor Bogan suggested contacting the School Department’s Steve LeClair, as well. Mr. Long said he would do so.</p> <p>Mr. Long presented the Spring 2015 quarterly JOB Loans Program report. Councilor Keans requested that the Carney Medical final payment be noted differently on future reports to ensure clarity regarding its settlement of the unpaid loan balance, and Mr. Long said he would do so. Councilor Lauterborn asked if the City is tracking business changes that would affect loan agreements and repayments, and Mr. Long stated that the City is carefully tracking all businesses with assistance from the City attorney. Councilor Keans requested information for the next Community Development Committee meeting on the approval and decision-making process for JOB Loans Program loan agreements, and Mr. Long said he would provide this at the May meeting.</p> |
| <p>Other Business</p> | <p>The Committee discussed the TIF (Tax Increment Financing) District Advisory Board agenda bill submitted by the Office of Economic Development for the Committee’s feedback and comments. Councilor Bogan inquired as to the qualifications of the proposed Advisory Board members and how business owners in the TIF District are informed of the opportunity to serve on the Advisory Board.</p> <p>Councilor Gray requested that the TIF District Advisory Board agenda bill be added to the May Community Development Committee meeting agenda, and Mr. Long said he would do so. Councilor Lauterborn requested that Mr. Long ask the Economic Development Director as to the timeframe for this agenda bill, and Mr. Long said he would do so.</p> <p>The Committee next discussed a potential lead abatement grant offered</p> |

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| | <p>by the U.S. Department of Housing and Urban Development. Lead abatement specialist Kate Kirkwood has approached the City about this opportunity, and Mr. Long gave a brief overview of the grant and the timeline should the City be interested in applying.</p> <p>Councilor Lauterborn asked about the match requirement. Mr. Long explained that there is a 10% match but that this match could be provided by private property owners in the amount proportionate to individual project costs. Councilor Keans asked about the necessity for a lead abatement grant, and Mr. Long provided N.H. Department of Health and Human Services data on blood lead levels in Rochester children over the last five years. Councilor Gray suggested tabling this item until the May Community Development Committee meeting, and Mr. Long stated he would obtain more information for the Committee's further consideration.</p> <p>Councilor Lauterborn briefed the Committee on amendments to the draft FY 2015-2020 Consolidated Action Plan and draft FY 2015-2016 Annual Action Plan that she plans to introduce at the May 5th City Council meeting. This amendment would clarify and correct information in the draft plans regarding the City's median income. There were no objections from the Committee</p> <p>Councilor Lauterborn requested that Mr. Long invite Rochester Main Street Executive Director Mike Provost to the May Community Development Committee meeting, if Mr. Provost is interested in attending, and Mr. Long stated that he would do so.</p> |
| Public Input | There was no public input. |

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Collins. The vote to adjourn was unanimous. The meeting was adjourned at 7:45 p.m.

Next Meeting – MAY 28, 2015 at 6:00 p.m. in the Conference Room at City Hall
Topics – Continuing CDBG Projects, Potential CDBG Projects, Potential Lead Abatement Grant, JOB Loans Program, TIF District Advisory Board Agenda Bill

Summary of Job Loan Principal Balances

As of March 31, 2015

| Recipient Name | Loan Amount | Original Interest % | Original Term Months | Original Loan Date | Pmts Up To Date ? | FY14 Principal Balance | FY15 Capitalized Interest | FY15 Principal Collected | FY15 Mar-15 Principal Bal | FY15 Payment Amount | Notes |
|-------------------------------|-------------|---------------------|----------------------|--------------------|-------------------|------------------------|---------------------------|--------------------------|---------------------------|---------------------|---|
| Active Job Loans | | | | | | | | | | | |
| Custom Banner | \$50,000 | 2.44% | 72 | May-09 | Yes | \$8,761.95 | \$0.00 | \$7,877.97 | \$883.98 | \$886.05 | Final payment- Apr-15 |
| Distinctive Forest Creations | \$30,000 | 5.06% | 60 | Nov-05 | Yes | \$17,358.94 | \$0.00 | \$900.00 | \$16,458.94 | \$100.00 | |
| Phone Booth, LLC | \$25,000 | 2.44% | 60 | Mar-10 | Yes | \$3,947.14 | \$0.00 | \$3,947.14 | \$0.00 | \$443.02 | Loan Satisfied-Mar-15 |
| Blue Oasis | \$50,000 | 2.44% | 120 | Apr-10 | Yes | \$31,042.70 | \$0.00 | \$3,691.77 | \$27,350.93 | \$469.99 | |
| Country Tire & Service Center | \$40,000 | 2.44% | 84 | Aug-11 | Yes | \$24,158.20 | \$0.00 | \$4,259.03 | \$19,899.17 | \$518.50 | |
| Thompson Tool Company | \$70,000 | 2.44% | 84 | Oct-12 | Yes | \$53,603.30 | \$0.00 | \$7,244.13 | \$46,359.17 | \$907.37 | |
| LHR Sporting | \$103,050 | 2.44% | 84 | Dec-13 | Yes | \$98,464.08 | \$0.00 | \$12,167.72 | \$86,296.36 | \$1,540.03 | |
| Publick House | \$10,000 | 2.44% | 60 | Mar-14 | Yes | \$9,370.56 | \$0.00 | \$1,435.05 | \$7,935.51 | \$177.21 | |
| Totals | | | | | | \$246,706.87 | \$0.00 | \$41,522.81 | \$205,184.06 | \$5,042.17 | |
| Closed | | | | | | | | | | | |
| Carney Medical | \$50,000 | 2.44% | 120 | Aug-09 | NO | \$31,853.96 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | Settlement Check \$5000 Received November 19, 2014 Balance Written Off |
| Grand Total | | | | | | \$278,560.83 | \$0.00 | \$46,522.81 | \$205,184.06 | | |

Mar-15 Cash-Balance Available to Lend **\$124,841**