



City of Rochester, New Hampshire

**Community Development
Committee**



City Hall
31 Wakefield Street, Rochester, NH 03867-1917
603-335-7522 FAX: 603-330-0027
julian.long@rochesternh.net

AGENDA

Monday, March 21, 2022

6:00 PM

**City Hall Annex – Isinglass Conference Room
33 Wakefield Street**

- A. CALL TO ORDER
- B. PUBLIC INPUT
- C. APPROVAL OF MINUTES –
February 28, 2022
- D. FY 23 CDBG GRANT
APPLICATIONS – Funding
Recommendations
- E. FY 23 MUNICIPAL GRANT
APPLICATIONS – Funding
Recommendations
- F. FY 23 DRAFT CDBG ANNUAL
ACTION PLAN – Second
Review and Approval
- G. PUBLIC FACILITIES NAMING
POLICY – Revised Draft
- H. COMMUNITY DEVELOPMENT
PROGRAM REPORT
- I. OTHER BUSINESS
- J. ADJOURN



City of Rochester, New Hampshire
Office of Economic & Community Development
31 Wakefield Street • Rochester, NH 03867
(603) 335-7522
www.RochesterNH.net



Community Development Coordinator Report
Prepared and submitted by the Community Development Coordinator
March 2022

- ***Community Development Block Grant (CDBG) Program***
 - COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.
 - FY 2023 CDBG Annual Action Plan Draft: The Community Development Coordinator has drafted the FY 2023 Annual Action Plan for the CDBG program. The U.S. Department of Housing and Urban Development (HUD) requires that the city submit an action plan outlining its goals and planned activities for the program year. Sections of the plan dependent on committee and City Council funding decisions have been highlighted in blue and will be updated once the Community Development Committee votes on its funding recommendations for FY 2023. The draft action plan is attached to this report.
 - Homeless Center for Strafford County – Ductwork Project: The project has been awarded to North Shore Home Energy LLC, the lowest bidder. The walkthrough for the project is scheduled for May 17th, and the site work is scheduled to begin in early June.
 - Historic District Commission – Façade and Sign Program: The new sign installation for Yo's Thai Street Food is scheduled to begin the week of March 21st.
 - Dover Adult Learning Center: The Community Development Coordinator organized a meeting between Dover Adult Learning Center and the Rochester School Department to discuss funding and partnership opportunities.
 - Fair Housing: As a recipient of HUD funding, the City of Rochester has a duty to affirmatively further fair housing. The Community Development Coordinator has started work on drafting a fair housing survey and the updated Analysis of Impediments to Fair Housing for the 2020-2025 period.

- Trainings and Webinars: The Community Development Coordinator attended webinars and trainings on the Economic Development Office's new BluDot economic development software, University of New Hampshire grant writing course, American Rescue Plan Act and infrastructure bill funding opportunities, HUD environmental reviews, and New Hampshire youth homelessness.
- ***Other Activities***
 - Gafney Home Affordable Housing Project: The finalized grant award documentation, approved by the governor, has been received. The project may now proceed.
 - Easter Seals Affordable Housing Project: The NH Community Development Finance Authority's review board has voted to approve an award of CDBG-CV funds to the Easter Seals affordable housing project. The Community Development Coordinator has worked with Easter Seals to draft an RFP for a grant administrator, and proposals are due April 14th.
 - Victims of Crime Act (VOCA) Grant: A preliminary FY 2023 award has been received for continued funding for the Legal Department's victim witness advocacy program. The Community Development Coordinator has been working with the City Manager's office and Human Resources Department to complete the grant acceptance documentation and to submit the Equal Employment Opportunity certifications required by the grant.
 - Naming Policy Draft: The Community Development Coordinator has researched research into other municipalities' public facilities naming policies and drafted a naming policy for the City of Rochester. The draft policy would have proposed names for public facilities be referred to the Public Works & Buildings Committee and/or the Recreation & Arena Advisory Commission, as appropriate. The draft policy has been revised based on public input.
- ***Report Attachments***
 - FY 2023 CDBG Annual Action Plan – draft – ***electronic only*** – https://www.rochesternh.net/sites/g/files/vyhlif1131/f/uploads/py_22_fy_23_rochester_aap_v1_0.pdf
 - Autumn 2021 Community Development Surveys Summary
 - FY 2023 CDBG Grant Application Summaries
 - FY 2023 Municipal Grant Application Summaries
 - FY 2023 CDBG Grant Applications – ***electronic only*** – <https://rochesternhnet.sharepoint.com/:f:/s/EconDev/EkzssjViJaFHmCEIdIUpMW8BvfbIWKA9w4xOSIp1vgGBA?e=AaxTBZ>
 - FY 2023 Municipal Grant Applications – ***electronic only*** - <https://rochesternhnet.sharepoint.com/:f:/s/EconDev/EofkoHaeJQxGgIVDd53QZAIbzB4zGGJgD2ov34Am-BjB1w?e=6c7uJd>
 - City of Rochester Public Facilities Naming Policy – Revised Draft



Rochester City Council

Community Development Committee

MEETING MINUTES

Laura Hainey, Chair
Harlan “Skip” Gilman
Tim Fontneau
Amy Malone
John Larochele

Meeting Date:	Monday, February 28, 2022	
Members Present:	Laura Hainey Skip Gilman Tim Fontneau John Larochele Amy Malone	Members Absent: None
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Rad Nichols, COAST Deanna Strand, Dover Adult Learning Center Bob Arnold, Community Action Partnership of Strafford County Susan Ford, My Friend’s Place Mandy Lancaster, Waypoint NH Tracy Hardekopf, Homeless Center for Strafford County Laurie Duff, Easter Seals Mandy Lancaster, Waypoint NH	

Councilor Hainey called the meeting to order at 6:00 p.m. Motion was made by Councilor Larochele to approve the January 24, 2022 meeting minutes and was seconded by Councilor Malone. The motion passed unanimously.

PUBLIC INPUT	There was no public input.
FY 2023 GRANT APPLICATION PRESENTATIONS	<p>Mr. Long provided a brief overview of the Community Development Block Grant (CDBG) program, which are federal funds through the U. S. Department of Housing and Urban Development for activities and projects benefitting low to moderate income residents. The grant caps awards for operating expenses (as opposed to bricks-and-mortar projects) at 15% of the overall annual grant award.</p> <p>Some organizations presented in-person before the committee in the Cocheco Conference Room, and some organizations presented via Zoom video conferencing. All committee members were present in-person in the Cocheco Conference Room, as was Mr. Long.</p> <p><u>Rad Nichols, COAST (Zoom)</u></p>

Mr. Nichols stated that COAST's municipal funding grant request was updated to reflect the COAST Board of Directors' final formula budget allocations. This amount is slightly less than the November 2021 estimate. COAST provides public transportation throughout the Seacoast region.

Councilor Fontneau asked if the funding request is for general operational support. Mr. Nichols replied that the funding will support COAST's operational costs for Rochester route services and ADA services, as well as proportional costs for capital needs.

Councilor Hainey asked about COAST's other funding sources. Mr. Nichols replied that COAST receives federal funding through the Department of Transportation that covers about 60% of the organization's operational budget. He added that COAST also receives about \$35,000 per year through the state.

Councilor Hainey asked about the current cost for bus fare. Mr. Nichols replied that the cost is \$1.50 per trip or 75 cents for elderly residents or residents with disabilities. Mr. Nichols also added that COAST is piloting a free bus transfer program.

Deanna Strand, Dover Adult Learning Center (Zoom)

Ms. Strand stated that Dover Adult Learning Center (DALC) is requesting CDBG funds for its HiSET (high school-equivalency) testing preparation program. Ms. Strand mentioned that DALC also provides educational services for non-native English learners, dual-enrolled youth, post-secondary transition services, and other educational services for adult learners. Rochester students are served at DALC's Rochester location within First Church Congregational on South Main Street.

Councilor Malone asked how DALC receives its referrals and promotes its programs. Ms. Strand replied that DALC works with high schools and local non-profit agencies, along with its website and catalog, to advertise programs and services. Councilor Malone asked how many ESL students are from Rochester, and Ms. Strand replied that there have been about 65 students from Rochester from 2017 to 2022.

Bob Arnold, Community Action Partnership (Zoom)

Mr. Arnold stated that Community Action Partnership of Strafford County (CAP) has served over 10,000 households since the start of the COVID-19 pandemic. Assistance has included services for homeless residents, emergency rental assistance, fuel assistance, and food assistance. The number of Rochester residents served has been over 450 residents.

Councilor Malone asked how many Rochester residents have received weatherization program assistance. Mr. Arnold replied that over 100 Rochester residents have received weatherization assistance this year.

Councilor Fontneau asked how much funding has been spent on Rochester weatherization in total, and Mr. Arnold replied that it is about \$1.3 million.

Susan Ford, My Friend's Place (Zoom)

Ms. Ford stated that My Friend's Place has been open since 1989 as a homeless shelter that serves men, women, and children and provides case management services. This year, about 36% of all clients are Rochester residents. In addition to emergency shelter, My Friend's Place has several transitional housing units. Ms. Ford mentioned that the shelter helps save the city money by providing sheltering services that the city would otherwise have to pay for through motel room stays.

Councilor Malone asked what My Friend's Place's case management looks like. Ms. Ford replied that there is a full-time case manager who does an initial assessment of each client in terms of identification document needs, health and mental health needs, disabilities, job readiness, etc. Councilor Malone then asked how many clients successfully exit the shelter into permanent housing. Ms. Ford replied that recently it was about a third of clients.

Councilor Fontneau asked if the shelter only has one bed. Ms. Ford says there is one main shelter that has expanded its capacity in recent years, as well as four apartments for transitional housing. Councilor Fontneau asked about the impact of lack of affordable housing on the shelter. Ms. Ford replied that recently the shelter has seen a change from homeless single clients to homeless families.

Tracy Hardekopf, Homeless Center for Strafford County (in person)

Ms. Hardekopf stated that the shelter is seeking to install solar panels to reduce its energy costs, currently about \$500 to \$700 per month, especially as the shelter's agreement with Waste Management that previously covered such costs has ended. Councilor Larochelle asked where the shelter is located, and Ms. Hardekopf stated that the new shelter is located at 202 Washington Street.

Councilor Malone asked how many people the shelter serves and how the shelter building is used during the off-season. Ms. Hardekopf replied that the Homeless Center for Strafford County is in discussions with Friends Forever International to allow its usage of the shelter building during the off-season. Ms. Hardekopf added that current budgetary constraints prevent the shelter from being open year-round.

Councilor Hainey asked whether the shelter serves only Rochester residents. Ms. Hardekopf replied that the shelter serves everyone but focuses on Strafford County residents. Ms. Hardekopf also mentioned that the shelter offers an aftercare program that helps resident maintain permanent housing once they exit the shelter.

	<p>Councilor Malone asked whether the solar panels projects would provide tax credits for the city, and Ms. Hardekopf stated she was uncertain and would check. Mr. Long also said he would research the question.</p> <p><u>Laurie Duff, Easter Seals (Zoom)</u></p> <p>Ms. Duff stated that Easter Seals provides home health care services and an adult day program. This year Easter Seals served 136 individuals in home care 24 individuals in adult day program, and 45 individuals living with dementia. Ms. Duff also mentioned that the COVID-19 pandemic has increased demand for services.</p> <p>Councilor Fontneau asked whether the municipal funding request is for general operational expenses. Ms. Duff replied that the funds will go toward uncompensated care for both in-home services and the adult day program.</p> <p><u>Mandy Lancaster, Waypoint NH (in person)</u></p> <p>Ms. Lancaster stated that Waypoint NH serves youth who are either unstable housed or homeless. The Waypoint NH CDBG funding request is to support its outreach team. Provided services include food, clothes, rapid rehousing, other housing assistance, and general case management services.</p> <p>Councilor Hainey asked about the number of Rochester youth served, and Ms. Lancaster replied that Rochester youth are about 25% of Waypoint NH's total clients. Last year there were between 40 and 125 Rochester individuals, based on current data, and Ms. Lancaster mentioned that Waypoint NH hopes to have more accurate and specific numbers next year.</p> <p>Councilor Fontneau asked whether Waypoint NH is a new program. Ms. Lancaster stated that Waypoint is expanding within Rochester at the moment due to identified need. There are now four full-time Waypoint staff dedicated to outreach. Councilor Fontneau asked about Waypoint NH's other funding sources, and Ms. Lancaster replied that it comes from federal grants, Frisbie Memorial Hospital grants, and fundraising and donations.</p>
<p>FY 23 CDBG GRANT APPLICATIONS</p>	<p>The committee discussed the grant presentations and funding considerations. The committee agreed to postpone making its funding recommendations until after hearing from the Welfare Director at the March meeting.</p>
<p>FY 23 MUNICIPAL GRANT APPLICATIONS</p>	<p>The committee discussed the grant presentations and funding considerations. The committee agreed to postpone making its funding recommendations until after hearing from the Welfare Director at the March meeting.</p>
<p>FY 23 DRAFT CDBG ANNUAL</p>	<p>Mr. Long gave a brief overview of the draft Annual Action Plan and encouraged committee members to contact him with any questions.</p>

ACTION PLAN – First Review	
PUBLIC FACILITIES NAMING POLICY – Draft	Councilor Hainey gave a brief overview of the history of the desire for a formalized public facilities naming policy. The committee members discussed the draft policy and the suggested revisions offered by an interested resident. Councilor Larochelle suggested that it should be clarified whether all objectives must all be met or whether just any objective must be met. Mr. Long stated he would incorporate the suggested revisions and present a revised draft of the policy at the March committee meeting.
COMMUNITY DEVELOPMENT PROGRAM REPORT	Mr. Long gave a brief overview of recent CDBG program activities. He mentioned that both the Gafney Home and Easter Seals affordable housing projects have received preliminary awards of state CDBG CARES Act funds, in the respective amounts of \$500,000 and \$1,000,000.
OTHER BUSINESS	Mr. Long stated that he met with Government Channel Coordinator Celeste Plaia to discuss the ability to record committee meetings but that the City Hall Annex will not have the technological capability to do so in the near future.

The meeting was adjourned at 8:44 p.m.

Next Meeting – Monday, March 21, 2022, at 6:00 p.m., Cochecho Conference Room, City Hall Annex, 33 Wakefield St.

Topics – FY 23 CDBG Grant Applications, FY 23 Municipal Grant Applications, FY 23 Draft CDBG Annual Action Plan, Public Facilities Naming Policy, Community Development Program Report

Autumn 2021 Community Development Surveys

Welfare Office Surveys

- Slightly unaffordable or not at all affordable
- Suggested projects: recreational spaces for teens, parks and playgrounds

Tax and Auto Registration Office Surveys

- Mostly slightly unaffordable or not at all affordable, some moderately affordable
- Suggested projects: More housing, parks, recovery centers, streets, child-friendly events, splash pads, downtown lighting, bicycle lanes, elderly community services
- Other: stop light at 125 and Oak St needs to be fixed, better upkeep of town cemeteries

Recreation Department Surveys

- Very affordable, slightly affordable
- Suggested projects: Indoor farmers market, more hiking trails
- Other: game nights, organized hikes

Library Surveys

- Mostly a mix of not at all affordable, slightly affordable, and moderately affordable
- Suggested projects: recovery/addiction education center, parks and sidewalks, more shopping, crosswalk lighting, warming center, walking trails, elderly services, downtown parking, safe bicycle lanes/sidewalks, public toilets and showers for homeless residents, increased public transportation, transitional housing, recovery beds, splash pads, teen center
- Other: concerns regarding Frisbie Memorial Hospital doctor shortage, request for lower taxes, request for more mental health workers

City Hall Surveys

- Mostly a balanced mix of not at all affordable, slightly affordable, and moderately, with some very affordable and extremely affordable
- Suggested projects: dog park, street lights, sidewalks, parks and playgrounds/green spaces, housing constructed for homeless residents, improve Gonic Mill, recreational spaces and events for children and teens, better accessibility to public buildings, recreational spaces for people using wheelchairs or with mobility disabilities, indoor pool, homeless shelters, food services for elderly/disabled, need for affordable housing, skate park, splash pads, tree replanting program
- Other: sidewalks by post office, sidewalks on Signal St. and Allen St., crosswalks and crossing guards on Charles St., improve Church St./Rte. 125 intersection to reduce accidents and improve visibility, request for police presence at E. Rochester Cumberland farms, request for lower taxes/reduced spending, concerns with used needles in public spaces

Online Survey

- Mostly “moderately affordable” or “slightly affordable” and becoming “a little less affordable.”

- Support for a broad range of social services addressing homelessness and other vulnerable populations, though there are also concerns that these services serve as “band-aids” rather than true solutions
- Suggested projects: Repaired and expanded sidewalks, activities for youth and elderly residents

Organization	Activity Description	CDBG PSA				CDBG Facility/Rehab/ED			
		FY 23 Recs	FY 23 Requests	FY 22 Approved	FY 21 Approved	FY 23 Recs	FY 23 Requests	FY 22 Approved	FY 21 Approved
New Generation	Homeless shelter services for pregnant women and mothers		\$10,000.00	\$0.00	\$0.00		\$0.00	\$0	\$0
CASA of NH	Guardian ad litem services for abused and neglected children		\$5,000.00	\$1,000.00	\$1,000.00		\$0.00	\$0	\$0
Waypoint NH	Supportive services for homeless youth		\$15,000.00	\$0.00	\$0.00		\$0.00	\$87,962	\$0
Strafford Meals on Wheels	Meal delivery for elderly and disabled adults		\$3,000.00	\$3,000.00	\$2,000.00		\$0.00	\$0	\$0
SHARE Fund	Rental assistance for LMI residents		\$10,000.00	\$4,000.00	\$4,000.00		\$0.00	\$0	\$0
Community Partners	Rental assistance for residents with mental illnesses		\$10,080.00	\$0.00	\$0.00		\$0.00	0.00	0.00
My Friend's Place	Homeless shelter and supportive services		\$30,000.00	\$11,429.15	\$10,000.00		\$0.00	0.00	0.00
HAVEN	Emergency housing for domestic violence victims		\$5,000.00	\$2,500.00	\$1,175.00		\$0.00	0.00	25,000.00
DALC	HiSET/GED and adult education services for LMI residents		\$10,000.00	\$5,000.00	\$5,000.00		\$0.00	\$0	\$0
MY TURN	Educational and employment assistance for young LMI adults		\$5,000.00	\$4,000.00	\$4,000.00		\$0.00	\$0	\$0
Rochester Community Development	Scholarships for LMI residents to attend Housing Partnership homebuyer education courses		\$400.00	\$0.00	\$0.00		\$0.00	\$0	\$0
HCSC	Solar panels for new Home for Now homeless shelter		\$0.00	\$0.00	\$0.00		\$75,000.00	\$35,000	\$50,000
School Dept. - SHS Electronic Sign	Electronic sign for Spaulding High School		\$0.00	\$0.00	\$0.00		\$60,000.00	\$0	\$0
School Dept. - MSMS Paving	Paving and sidewalk renovations at Maple St. Magnet School		\$0.00	\$0.00	\$0.00		\$150,000.00	\$0	\$0
Paradise Estates	Connection of MHP to city water/sewer system		\$0.00	\$0.00	\$0.00		\$200,000	\$0	\$0
Recreation Dept.	Pickleball court, teen area, and security cameras for Hanson Pines Park		\$0.00	\$0.00	\$0.00		\$75,000	\$0	\$0
Strafford CAP	Weatherization assistance for LMI homeowners		\$0.00	\$0.00	\$0.00		\$65,000	\$65,000	\$60,435
	total	\$ -	\$103,480.00	\$30,929.15	\$27,175.00		\$625,000.00	187,961.81	135,434.74
	available		\$34,284.45				173,565.95		
							(148565.95 + \$25,000 in prior year funds)		

FY 23 Municipal Funding Requests Chart REVISED

Municipal Requests	Activity Description					
		FY 23 Recs	FY 23 Requests	FY 22 Approved	FY 21 Approved	
Cornerstone VNA	home health care services for elderly and disabled residents		\$28,826.00	\$28,826.00	\$28,826.00	
EasterSeals	home health care and supportive services for elderly and disabled residents		\$9,000.00	\$9,500.00	\$10,000.00	
Strafford CAP	basic needs services for LMI residents - fuel assistance, weatherization, Head Start, rental assistance, food assistance, etc.		\$10,000.00	\$10,000.00	\$10,000.00	
COAST	public transportation services		\$204,787.00	\$170,388.00	\$170,388.00	
SOS Recovery Center	substance use disorder recovery services		\$75,000.00	\$25,000.00	\$25,000.00	
East Rochester Library	public library and community center services for East Rochester		\$9,600.00	\$5,000.00	\$5,000.00	
total		\$ -	\$337,213.00	\$248,714.00	\$249,214.00	



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City of Rochester Public Facilities Naming Policy

Purpose

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks, recreational areas, and other City facilities. The responsibility for naming City parks, recreational areas, and other City facilities lies with the City Council. The City Council will rely on the Recreation & Arena Advisory Commission, for the naming of parks and recreational facilities, and the Public Works & Buildings Committee, for the naming of buildings and other City facilities.

Objectives

The objectives of this policy are to:

- (1) ensure parks, recreation areas and facilities are easily identified and located.
- (2) ensure that given names to parks, recreation areas and facilities are consistent with the values and character of the area or neighborhood served.
- (3) encourage public participation in the naming, renaming, and dedication of parks, recreation areas and other City facilities.
- (4) encourage the donation of land, facilities, or monies by individual, commercial entities, and/or groups.

Criteria for Naming of Parks, Recreation Areas, and City Facilities

City parks, recreation areas, and other City facilities shall generally be named in accordance with: (1) geographical or historical features indigenous to the park site or to the immediate vicinity of the site (*e.g.*, a local hill or river); commonly recognized subjects of historical significance, such as an event, group, culture, or place; and (3) deed restriction, in cases where the facilities are donated. Naming shall not conflict with public grant funding policies established by state or federal grant funding programs.

Parks, recreation areas and facilities may be named for an individual under the following conditions: (1) where the individual has made a significant gift of land to the City; (2) in

memoriam for a deceased individual who has made a significant contribution to the City of Rochester's parks and recreation system; (3) has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City of Rochester; or (4) has substantially contributed to the advancement of commensurate types of recreational opportunities within the City of Rochester's parks and recreation system.

City parks, recreation areas, and other City facilities will not normally be named for living persons. Exceptions to this policy may be made by a simple majority vote of City Council as follows: (1) the person nominated had made a substantial monetary or service contribution to the specific park, recreation area, or City facility being named; (2) the person nominated has made significant contributions to the community over an extended period of time; or (3) the person nominated has received national recognition.

A proposed name will not be considered if: (1) the proposed name is a duplication of an existing park or facility name within the City of Rochester; (2) the proposed name may be perceived as offensive to segments of the public; or (3) if the proposed name is of a commercial entity or implies a commercial endorsement (*i.e.*, naming rights).

Criteria for Renaming of Parks, Recreation Areas, and City Facilities

The intent of naming City facilities is for permanent recognition. The renaming of City parks, recreation areas, and other City facilities is strongly discouraged. City parks, recreation areas, and other City facilities may be changed in name only if the current name becomes ineffectual or inappropriate. The new name is subject to the same criteria outlined above.

Procedure

- (1) Staff, residents, community leaders, and organizations interested in proposing a name for a park, recreation area, or City facility must submit its request in writing to the Recreation & Arena Advisory Commission (for the naming of parks and recreational facilities) and the Public Works & Buildings Committee (for the naming of buildings and other City facilities). The written request should describe how the proposed name meets the naming criteria outlined in this policy.
- (2) For proposed names of parks and recreational facilities, The Recreation & Arena Advisory Commission shall consult with Recreation & Arena Department staff on the proposed name and then submit a formal recommendation on the request to the City Council. For proposed names of buildings and other City facilities, the Public Works & Buildings Committee shall consult with Public Works Department staff on the proposed name and then submit a formal recommendation on the request to the City Council.
- (3) City Council will solicit public input and comment on the proposed name.
- (4) City Council will adopt the proposed name by majority vote.
- (5) City Council has final approval and may reject any naming or renaming request.