



*City of Rochester, New Hampshire*

**Community Development  
Committee**



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**AGENDA**

**Monday, January 24, 2022**

**6:00 PM**

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

- |   |   |
|---|---|
| A. CALL TO ORDER  | Additional Lead Remediation Funding             |
| B. PUBLIC INPUT   |   |
| C. APPROVAL OF MINUTES – October 18, 2021                               | G. FY 23 CDBG GRANT APPLICATIONS – First Review |
| D. FY 2023 GRANT APPLICATION PRESENTATIONS                              | H. PUBLIC FACILITIES NAMING POLICY – Draft      |
| E. CDBG CARES ACT GRANT APPLICATIONS – Reallocation of Unexpended Funds | I. COMMUNITY DEVELOPMENT PROGRAM REPORT         |
| F. NH HOUSING – Request for   | J. OTHER BUSINESS                               |
|   | K. ADJOURN                                      |



# Rochester City Council

Community Development Committee

## MEETING MINUTES

**Donna Bogan, Chair**  
**Daniel Fitzpatrick**  
**Laura Hainey**  
**Palana Hunt-Hawkins**  
**T. J. Jean**

<b>Meeting Date:</b>	Monday, October 18, 2021	
<b>Members Present:</b>	Donna Bogan Daniel Fitzpatrick Laura Hainey Palana Hunt-Hawkins	<b>Members Absent:</b> T.J. Jean
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Jennifer March, Economic Development Assistant Director Greg Grant, Lilac City Development, LLC Christine Castaldo, Market Square Architects	

Councilor Bogan called the special meeting to order at 6:00 p.m. at 45 North Main Street.

<p><b>SITE TOUR – 79E</b>  <b>Applicant</b></p>	<p>Mr. Grant provided an overview of the proposed project, which would renovate the 45-55 N. Main St. to create a large ground floor commercial space and about 45 residential units on the upper floors. The residential units will be one-bedroom and two-bedroom apartments. Ms. Marsh added that the project developers also hope to use Opportunity Zone benefits for the project, as well.</p> <p>Councilor Hainey asked about the building setback and planned renovation timeline. Mr. Grant stated that there will be a ten-foot setback and that the project will take about 18 months to build.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Hunt-Hawkins to recommend that the City Council approve the 79E grant application for the requested period of seven years. The motion passed unanimously.</i></b></p>
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Councilor Bogan exited the meeting.

Councilor Hainey called the regular meeting to order at the City Hall Annex at 6:27 p.m. Councilor Fitzpatrick made a motion to approve the September 20, 2021 committee meeting minutes, and Councilor Hunt-Hawkins seconded the motion. The motion passed unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>79E Application – 45-55 N. Main St., 8 Barker Ct.</b>	This agenda item was discussed during the 79E application site tour.
<b>PUBLIC FACILITIES NAMING POLICY - Draft</b>	Mr. Long provided a brief overview of his research into other municipalities’ public facilities naming policies and stated that the draft Rochester policy is in review with the city manager. 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, with any revisions or comments from the city manager, will be included on the Community Development Committee’s November meeting agenda.
<b>GREATER WAKEFIELD RESOURCE CENTER FUNDING REQUEST</b>	Mr. Long presented the funding request letter that was submitted to the Rochester city manager by the Greater Wakefield Resource Center. The letter requests funding for the renovation of its facility located in Union, New Hampshire. Mr. Long suggested that the Greater Wakefield Resource Center could be provided with a copy of the current FY 23 Community Development Block Grant (CDBG) application, which requests detailed project information and number of Rochester residents to be served by the proposed project, and the committee agreed.
<b>COMMUNITY DEVELOPMENT PROGRAM REPORT</b>	Mr. Long provided brief overviews of the FY 21 Section 3 report submitted to the U.S. Department of Housing and Urban Development and the updated Language Access Plan for the CDBG program. Mr. Long also stated that the most recent analyses of the 2020 U.S. Census data indicate that there now exists a census block within the City of Rochester that is racially/ethnically concentrated. This area of racial/ethnic concentration will need to be addressed in the 2025 update to the city’s Analysis of Fair Housing Impediments.
<b>OTHER BUSINESS</b>	Councilor Hainey requested updates on the Gafney Home and Easter Seals senior affordable housing project grant applications to the New Hampshire Community Development Finance Authority (CDFA). Mr. Long stated that the CDFA has required revisions to the Gafney Home grant application budget to remove CDBG-ineligible costs and that the final decision is anticipated in early to mid November. The Easter Seals grant application will be a discussion item at the October City Council workshop.

The meeting was adjourned at 6:38 p.m.

**Next Meeting** – Monday, November 15, 2021, at 6:00 p.m., Cocheco Conference Room, City Hall Annex, 33 Wakefield St.

**Topics** – Public Facilities Naming Policy, Community Development Program Report



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**Community Development Coordinator Report**  
**Prepared and submitted by the Community Development Coordinator**  
**January 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 2022 CDBG-CV Grant Application: The Community Development Coordinator released the FY 23 CDBG CARES Act (CDBG-CV) grant application for unexpended CDBG-CV funds on October 6<sup>th</sup>, and this application was due October 29<sup>th</sup>. The grant application summary and grant applications are attached to this report.
  - FY 2023 Public Input Process: The Community Development Coordinator has collected and reviewed the hard copy community surveys that were made available at the City Clerk's office, the Welfare office, the Recreation Department, the Tax and Auto Registration office, and at the Rochester Public Library. A summary of survey responses is attached to this report.
  - FY 2023 Grant Applications: The FY 23 CDBG grant application was released on October 6<sup>th</sup>, and the application was due November 19<sup>th</sup>. The grant application summary and grant applications are attached to this report.
  - Homeless Center for Strafford County – Ductwork Project: The Community Development Coordinator has worked with the Homeless Center for Strafford County to draft a bid invitation for the ductwork installation project. The bids will be due in mid January 2022, and the project should begin shortly thereafter.
  - Lead Paint Remediation: New Hampshire Housing Finance Authority's lead remediation program has requested \$10,827.76 (the amount available in unexpended CDBG funds) to use as matching funds for a Rochester lead remediation project involving a duplex home.

- 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 been compiling a spreadsheet of regional realtors in order to conduct an educational outreach mailing on Fair Housing Act requirements.
- **Other Activities**
  - Gafney Home Affordable Housing Project: The NH Community Development Finance Authority has awarded a CDBG-CV grant to the Gafney Home affordable housing project. The project will renovate the former Gafney Home to create 20+ units of affordable housing for lower income seniors. The City of Rochester is now awaiting the grant award contract and other documentation.
  - Easter Seals Affordable Housing Project: The Community Development Coordinator has worked with Easter Seals staff to submit the NH Community Development Finance Authority grant application and required attachments. The project will build 60+ units of affordable housing for lower income seniors. The City of Rochester is now awaiting the NH CDFA's decision on the application.
  - 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 was submitted to the Economic Development Director and the City Manager for review.
- **Report Attachments**
  - Autumn 2021 Community Development Surveys Summary
  - FY 2022 CDBG-CV Grant Application Summary
  - FY 2022 CDBG-CV Grant Applications – *electronic only* – <https://rochesternhnet.sharepoint.com/:f:/s/EconDev/EoFsDpZITy9JIF3SuwEB980BeGlvsrd4xT-VymksyF0vRA?e=leWgXb>
  - FY 2023 CDBG Grant Application Summary
  - FY 2023 CDBG Grant Applications – *electronic only* – <https://rochesternhnet.sharepoint.com/:f:/s/EconDev/EkzssjViJaFHmCEIdiUpMW8BvfbIWKA9w4xOSIp1vgGBA?e=AaxTBZ>
  - City of Rochester Public Facilities Naming Policy – Draft

## **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

<b>Organization</b>	<b>Project/Activity</b>	<b>CDBG-CV Funds Requested</b>	<b>Previous CDBG-CV Funds Received</b>	<b>Access to Other Funding Sources</b>
Waypoint NH	Funding for Street Outreach Program for homeless youth	12,000.00	0.00	N/A
My Friends Place	Funding for hazard pay for homeless shelter workers	35,000.00	45,000.00	pending
Homeless Center for Strafford County	Funding for acquisition of building to use as decompression shelter	6,500.00	8,000.00	Dover funds
Big Brothers Big Sisters NH	Funding for technology for virtual one-on-one meetings between volunteers and clients	5,000.00	0.00	PPP Loans, EIDL loan, NH NERF grant
Rochester Public Library	"Pop-up" library branch for Rochester Head Start preschool	11,000.00	0.00	N/A
<b>TOTAL:</b>		<b>69,500.00</b>		
<b>TOTAL AVAILABLE:</b>		<b>16,414.00</b>		



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
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
Infinity Peer Support	Sprinkler system and smoke detectors for peer respite for homeless residents with mental illnesses		\$0.00	\$0.00	\$1,000.00		\$100,000	\$0	\$0
	total	\$ -	\$103,080.00	\$30,929.15	\$28,175.00		\$725,000.00	187,961.81	135,434.74
	available		\$34,284.45				173,565.95		
							(148565.95 + \$25,000 in prior year funds)		

FY 23 Municipal Requests Chart\_v1

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		\$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		\$205,810.00	\$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		\$ -	\$338,236.00	\$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 city facilities; and (4) encourage the dedication of land, facilities, or donations by individual 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 contribution (monetary or service) to the specific park, recreation area, or city facility being named; (2) the person nominated has made significant contribution 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 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 that are named for subjects (other than individuals) may be changed in name only if the current name is 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 confirm the proposed name by resolution by majority vote.
- (5) City Council has final approval and may reject any naming or renaming request.