



*City of Rochester, New Hampshire*

**Community Development  
Committee**



City Hall  
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**AGENDA**

**Monday, February 28, 2022**

**6:00 PM**

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

- |                                              |                                                       |
|----------------------------------------------|-------------------------------------------------------|
| A. CALL TO ORDER                             | APPLICATIONS                                          |
| B. PUBLIC INPUT                              | G. FY 23 DRAFT CDBG ANNUAL ACTION PLAN – First Review |
| C. APPROVAL OF MINUTES –<br>January 24, 2022 | H. PUBLIC FACILITIES NAMING POLICY – Draft            |
| D. FY 2023 GRANT APPLICATION PRESENTATIONS   | I. COMMUNITY DEVELOPMENT PROGRAM REPORT               |
| E. FY 23 CDBG GRANT APPLICATIONS             | J. OTHER BUSINESS                                     |
| F. FY 23 MUNICIPAL GRANT                     | K. ADJOURN                                            |



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**Community Development Coordinator Report**  
**Prepared and submitted by the Community Development Coordinator**  
**February 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.
  - 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. Also attached are the autumn 2021 community development public input summaries.
  - HAVEN – Land Acquisition for Emergency Shelter: HAVEN was awarded FY 2021 CDBG funds to acquire land to construct a new shelter for domestic violence survivors. After a year and a half, HAVEN still has not been able to identify potential property for purchase, and so the Community Development Coordinator has cancelled the activity after consulting with HAVEN leadership. HUD has been informed of the activity cancellation.
  - Homeless Center for Strafford County – Ductwork Project: The project has been awarded to North Shore Home Energy LLC, the lowest bidder. The Community Development Coordinator has worked with the Homeless Center for Strafford County to coordinate the start of construction, planned for spring 2022.

- Lead Paint Remediation: The Community Development Coordinator has completed the environmental review for the new lead remediation project to be conducted by New Hampshire Housing's lead remediation program.
- Historic District Commission Façade and Sign Program: The Historic District Commission received FY 2021 CDBG funds for façade and sign improvement grants in the historic district. At its January committee meeting, the commission awarded the remainder of these CDBG funds for the installation of a new sign at Yo's Thai Street Food. The Community Development Coordinator has completed the environmental review for this project and is coordinating with the restaurant and its contractor on labor monitoring.
- 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 emailed a list of regional realtors with information on recent HUD enforcement actions and National Association of Realtors' fair housing resources.
- Trainings and Webinars: In January, the Community Development Coordinator attended the virtual Annual Addiction Submit hosted by the Strafford County Public Health Network. The Community Development Coordinator also attended webinars and trainings on accessory dwelling units, American Rescue Plan Act local funds, the federal infrastructure bill, and the implementation of the New Hampshire coordinated entry system.
- ***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 Community Development Coordinator has coordinated the signing of the preliminary contract and submitted the signed award acceptance documentation to NH the Community Development Finance Authority.
  - 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.
  - Victims of Crime Act (VOCA) Grant: The Community Development Coordinator has drafted and submitted the continuation grant application for continued funding for the Legal Department's victim witness advocacy program. (Unlike previous years, the FY 2023 grant is being funded through American Rescue Plan Act funds.) A preliminary awarded has been received from the NH Department of Justice.
  - 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 submitted to the Economic Development Director and the City Manager for review.

- **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](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/EkzssjVijJaFHmCEIdIUpMW8BvfbIWKA9w4xOSIp1vgGBA?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 – 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

FY 23 CDBG Requests Chart REVISED

| 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       |
| 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                              |                                                                                                    | \$ -       | \$103,480.00   | \$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) |                |                |







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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.