



CITY OF DOVER

## DOVER PLANNING BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, February 27, 2007**  
Meeting Time: **7:00pm**

**MEMBERS PRESENT:** Donald Andolina, Tony McManus, Perry Plummer, Dennis Ciotti, John Swartzendruber, Kirk Schuman, Doug Steele, Marcia Colbath, Ron Stock, Linda Merullo, Ronald Cole

**MEMBERS ABSENT:** Frank Torr

**STAFF PRESENT:** Christopher Parker, City Planner, Rick Jones, Community Development Coordinator and Jacqueline Freeman, Recording Secretary

Chairman Cole brought the meeting to order at 7:04. He announced that item 3. **Wentworth-Douglass Hospital (P07-06)**, would not be coming before the Board this evening and item b. under Old Business a **site plan and Conditional Use Permit for Charles Kageleiry, John O'Neill, Michael Brigham (P06-55)**, would also not be heard this evening

### 1. Citizens' Forum

There were no speakers.

### 2. Approval of minutes

Tony McManus made the motion to approve the minutes of the last meeting.

Donald Andolina seconded.

Marcia Colbath stated that on Page 6 – the speaker Brad Hunt, should be Greg Hunt.

**VOTE U/A**

### 3. Consideration and acceptance of a site plan of land for Wentworth-Douglass Hospital, Assessor's Map 2, Lot 28, zoned O, located at 781 Central Ave.\*(P07-06)

Withdrawn

### 4. Public hearing to hear Community Development block Grant (CDBG) Funding requests for Fiscal Year 2008. All applicants for CDBG funding will be given the opportunity to present their application to the Board.

Ron Cole explained that most Board members have been on the Board for a while and have heard most of the applicants state their cases. He asked that each applicant briefly present their applications. He said what has been done in the past after hearing everyone is to refer this to a workshop and then make some hard choices.

Rick Jones, Community Development Coordinator, stated that they are anticipating this year's grant to be same as the current year. Congress has not passed their budget for the current year.



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The City could be coming back to the Board to make reductions as was done two years ago. The public services are coming in significantly over the cap, which is 15% of the grant, plus program income of the previous year. The public services came in at \$164,131 and the amount available is \$82,083, which means that \$82,048 needs to be cut from the requests. Overall, the requests under the CDBG Program came in at \$108,686 over. If you take the requests that were over the public service cap, it leaves a balance of \$26,638 that has to be dealt with. There is a chunk of money in the HRL fund and if the Board chooses, the \$26,638 can be taken out of that fund, leaving a balance of \$182,595, which is significant enough to carry the HRL fund through another year.

Dennis Ciotti asked about the agencies that haven't responded?

Rick Jones explained that they were all sent applications. He felt that the paperwork might be the problem for some agencies. Food pantries for instance, have an open door and don't require their clients to sign in and provide income and racial data, etc., which is a requirement.

Ron Cole announced that he would allow each applicant 5 minutes to speak because of the large number of applicants.

### **Welfare Security Deposits - \$15,000**

Janet Poulin, Director of Human Services, and the originator for the Security Deposit Program stated the program helps the most indigent residents by providing financial assistance in the form of security deposits to eligible Dover residents who are currently homeless or in danger of imminent homelessness. She said that there are many working poor that may have subsidized housing but cannot meet the security deposit. She said that they usually recover 15 to 25 % of the monies that they give out. The funds are placed back into a revolving fund to be used again.

### **Community Partners - \$18,744**

Kristen Welch, Grant Writer, stated that Community Partners has been designated by the State as the community mental health center for Developmental Services in Strafford County. They provide mental health and developmental service for everyone in Strafford County. 977 people or 29% of the people that they served last year are from Dover. They are asking for \$19,744 to provide security deposits and first month's rent for individuals and families with mental illness. They anticipate serving about 22 individuals and families with this level of funding.

Perry Plummer asked how their clients differ from the ones that Janet Poulin serves.

Kristen Welch said the difference is that they specifically serve people with mental illness.



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### **Cross Roads House - \$4,000**

Chris Sterndale, Executive Director, stated that out of the 620 people assisted last year, 49 were Dover residents. He explained that they can hold 110 clients at a time. At the moment they are housing approximately 80 people and have some breathing room. Their campus consists of apartments, barracks, dorms of different shapes and sizes.

Tony McManus asked why they were projecting fewer people for next year.

Chris Sterndale said that over the last 5 or 6 years their business has leveled out. He can't see in the future of the rental market but one thing that they have seen since 2002, is there is a direct correlation between rental price increases and business at the shelter. He said that he doesn't expect rents to go through the roof as they did 5 or 6 years ago. It's a guess.

### **My Friend's Place - \$10,000**

#### **My Friend's Place Transitional Housing \$4,000**

Bob O'Connell stated he is also representing the **Homeless Center for Strafford County - \$12,000**. They have been providing services for homeless families and homeless individuals for about 17 years. Each year they serve approximately 220 people and last year they served 232. They stay for an average of about 30 days. Families stay a bit longer because it is more difficult for them to find permanent housing. The transitional housing families stay with them for approximately two years. The Homeless Center for Strafford County operates that center. The board of directors operates from October until May. It's for families and single women who are homeless and in need of a place to stay for the night. They use a lot more volunteers at the homeless center than at My Friend's Place. One of the big differences between My Friend's Place and the homeless center is that during the daytime the homeless center is closed and people have to go elsewhere. There is a day program for them if they chose to go but they are required to be off the site.

Doug Steele questioned the two line items of \$20,000 where one ends 12/05 and the other ends 6/06.

Bob O'Connell explained it is an accounting nightmare that they have to work with. They have a grant from the State of NH that starts July 1 and ends June 30 and a grant that starts on January 1 and ends December 30<sup>th</sup>. They try to separate them in their budget so they will know when the money is coming in.

Donald Andolina asked how many Dover residents were served.



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Bob O'Connell said he thought about 45 clients out of a total of 232 were Dover residents. He added that they work closely with the Welfare Department.

### **Aids Response - \$14,344**

Stephanie Crystal, Director of Client Services, stated that they served 114 people in the last year, 16 of which were Dover residents. On Thursday they will lose \$127,000 in federal funding which supports their client service programs. She stressed how critical the CDBG funds are to help support their organization. She listed the services that they provide. This year more than ever, the funding is critical. Funding them will allow them to continue serving their clients.

### **A Safe Place - \$5,000**

Michelle Colgan, Finance Manager, stated that A Safe Place has been in operation for 29 years. They are the only domestic abuse agency in Rockingham and Strafford Counties. They served 110 Dover residents last year. They had 16 Dover residents in their shelter. They provide any kind of support that victims of domestic violence they may need. The funds that they get from Dover CDBG go to supporting the utilities and telecommunications for the Rochester office.

### **Dover Children's Center - \$9,500**

Mary Lou Beaver, Executive Director, stated they have two requests of which one is a request for help with the subsidy for tuition for their low income families. They charge a sliding scale for tuition based on the number of dependents in the family and their gross family income. Clients will pay anywhere from \$5.00 to \$75.00 per week for their child care. They receive a subsidy from the State of NH, which is at 48% of what the current market rate is. They have been cut \$8,000 from the United Way for the next three years, which is a big hit for them. With the McConnell Center opening up they will have an additional 80 more children per year. They expect that that a good majority will be families that are subsidized. Opening at the McConnell Center is a great thing but a not so good thing as far as the budget is concerned. They put in a request to help to purchase equipment for the playground so the children can get outside as it is a licensing requirement that they be outside every day. They also need to finish up with classroom equipment. This is a second site for them and they don't have enough equipment to bring any over with them to ensure they can offer quality care for the children.

Tony McManus asked if the McConnell Center will give them additional capacity and will they still have a waiting list. He asked if the budget is for both facilities and if the State will provide some reimbursement for the services at the McConnell Center.

Marry Lou Beaver said that they will always have a waiting list. The biggest waiting list is for infants but they can't afford to do that at the McConnell Center. It is just a huge cost because of



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ratios and requirements under licensing and they don't have the funds right now. The budget is for Back River Road. They did put an anticipated budget together for the McConnell Center. It is basically the same as Back River Rd. because they should be licensed for basically the same number as they are over there due to square footage. Mary Lou said that they will be getting some reimbursement from the State for the McConnell Center but they have to go through an application process again.

Donald Andolina asked if the funding that is received from the State and Federal government based on the number of children.

Mary Lou Beaver stated that it is not based on the number of children but it is a Block Grant from the State. The way that NH does it, there is no waiting list and everyone who applies and who is eligible, receives. They see more people being served but they don't see increases in reimbursement. The federal government urges all states to pay reimbursement at the 75% rate but NH pays at just about 48%, which is why they have a waiting list. There are 146 kids on the waiting list right now.

### **Big Brothers and Big Sisters - \$5,000**

Debby Anthony, Executive Director stated they continue to request funds to advertise and to start looking for support. They serve more Dover children than anywhere else. They served 128 children in Dover, which means that they had 128 volunteers to those children. She said that they don't get national funds. The money that they raise and they spend on the children in these communities is raised by them. About 1/5<sup>th</sup> of that comes from cities and towns. Their average is about \$70,000 a year and they are trying to get that to \$100,000 a year from the communities that they serve. This year they took a 50% cut from the United Way, which meant \$44,000 out of their budget of \$400,000. They also took another cut from the Human Services of Strafford County. These children are often living below poverty and in single family households. These children get approximately 2 1/2 hours a week of one-on-one time with an adult. They will be maintaining a small office with the HUB and will be subletting room from the HUB so they can be in the McConnell Center.

Donald Andolina asked what she would estimate the cost of serving 128 children.

Debby Anthony said that the average cost per child is \$750.00 per year.

Doug Steele said that the numbers are pretty impressive and feels that \$5,000 is a bargain. He tends to be supportive of this.

Discussion ensued with regard to the mentoring with the UNH students.



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Debby Anthony said that the students get college credits for this. They have some students that work with them. The students are great and the kids love them but they come and they go. They try to get a long time relationship with the child. She said that they use a lot of part time staff because the time they need to interact with the volunteers is usually between the hours of 4:00 and 8:00 pm. They have 4.5 full time people.

Ron Cole asked if they do presentations at corporations.

Debby Anthony said that they do and gave some examples of the corporations that are involved.

### **Sexual Assault - \$7, 500**

Kimberly Weeden Lyons, Garrison Road, on behalf of SAS stated she has been volunteering 5 years with this organization and she is currently Vice President of the Board of Directors. They are requesting \$7,500, which is 1.5% of the total annual budget. They have not received CDBG funds since 2000 from the City of Dover. They have been receiving social service funds in the past but last year they did not receive any money from the City of Dover. Last year there were 84 Dover residents that received assistance and support. Of the 84, 72% would fall into the low income range and 65% in the very low income range. They did 47 presentations to a total of 1,053 Dover students, 30 teachers and 209 adults, which is about 10% of the total students that received services last year. Sexual assault can happen to anyone and they support the victim and the family, as well as the educational prevention program for children. A number of Dover residents were in the audience to support the request.

Linda Merullo asked why they did not receive funds from the City.

Kimberly Weeden Lyons, answered it is her understanding that they have received funds from Dover social service so they did not require CDBG funding. Last year they did not receive any Dover social service fund and that is why they are here.

### **Seymour Osman Community Center - \$8,125**

Thad Mandsager, Director, stated that they are requesting \$8,125 for a dropout prevention program. He said that students from low income backgrounds are three times more likely to drop out of school. They work with the students that are at highest risk of dropping out of school. They have tutors to help students. They try to prepare them for life after high school.

Thad Mandsager said out of a group of 20 students, 16 graduated and these were all students that were the highest risk.



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Doug Steele stated that after reading through the application he was impressed with many of the statistics. He said that one of the things that the Board needs to consider is the number of Dover residents the agency served for the dollar amount requested. He said that this is the only agency that serves 100% Dover residents. He stated it is a great program.

Dennis Ciotti said the after school programs is a lot of activity and a lot of fun and all of it directly related to Dover students.

### **Homemakers Health Services - \$30,918**

Renee Philpot, Community Relations Coordinator, stated that they are a home health service that provides nursing, home health, home support, adult daycare, community wellness programs to people throughout Strafford County. Last year they served 208 Dover residents. They provided more than three million dollars worth of home health visits to elderly and disabled persons. Of that 3 million more than \$221,000 was for people who could not afford to pay and there was no reimbursement. Their volunteers and staff have raised \$115,000 for this deficit, which left a remainder of \$115,000 and more than \$30,000 of that went directly to Dover residents. Many clients would qualify for a nursing home if this service was not provided. The cost of a nursing home is more than their request.

Linda Merullo asked if their clients were long term.

Renee Philpot stated that a lot of clients are elderly disable or elderly frail and those services are relatively long term. The average age of their clients is in their 80s.

### **The HUB Family Services - \$20,000**

Greg Burdwood, Executive Director, and a Dover resident said their primary focus is to help families raise healthy families in healthy homes. He read through all of their services. They served 836 Dover residents last year. Their services are for everyone. Those that can pay for their classes do so. More than half of the families that they serve are low or very low income. These are families that are faced with many overwhelming variables in their lives. They provide some acute intervention to help people to access the services that they need. They are looking at an \$112,000 reduction this coming fiscal year in federal funding. They do a tremendous amount of work on saving the State, County and the City significant money because their approach is prevention oriented. If they can help a family avert a crisis or resolve a crisis sooner, it makes good economic sense. These are families that are up against a lot and there is a higher risk for child abuse and neglect. They do all this work with 8 full time staff and about 16 part time staff. The City gets a lot of bang for their buck and the families are the winners.

Ron Cole remarked that the wages were somewhat higher than some of the other agencies.



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Mr. Burdwood answered that the HUB is highly direct service related and they will work consistently with many of these families over a number of years. There is longevity in their dedicated staff.

### **Strafford County Community Action Committee, Inc. – \$25,000**

Richard Hayes, Executive Director, and lives at 57 County Farm Cross Road, stated he has two proposals for the Board. The first is a program that is a four-way partnership that comes together for the goal to improve the housing stock in the City. They do that with providing insulation and caulking, furnace repair and replacement, etc. Every dollar in that partnership goes for providing direct service. None of the money pays for salaries. They have an identical partnership with Rochester as they are also a CDBG community. The second proposal is a request for \$20,000 for renovation cost associated with moving into the McConnell Center. He said that the McConnell Center has become a one stop shopping center for a lot of folks in the community. They have their eye on a space adjacent to the Welfare Department where they can share waiting space and food pantry space with the Welfare Department. Lots of clients of the Welfare Dept. are clients of Community Action. There are a ton of advantages to them and welfare being side by side. It is a win-win situation for everyone involved. They served about 600 Dover families in fuel assistance. They served about 650 Dover families with electric assistance. They would do those kinds of activities and case management and help people navigate through the system.

He said they are asking for a total of \$45,000. \$20,000 would be to fit out the space at the McConnell Center.

### **Dover Children's Center - \$35,000**

Mary Lou Beaver did not speak again as she spoke the first time.

### **Dover Schools Dept ADA Requirement – \$86,500**

Laurie Vervill, Business Manager, stated that they are requesting \$86,500. This is the first time since 2002 that they are requesting CDBG funds for ADA requirement. \$70,000 for the high school to install 2 platform lifts. From the 2<sup>nd</sup> to the 3<sup>rd</sup> floor, outside of the Auditorium, there is no access for the students to get access their core classes. The other lift would be for the Freshman Academy that was built several years ago. It is intended for 9<sup>th</sup> graders to be in their own environment separated off from the other students. There are two stairwells that are not ADA compliant for students at that grade level to have access to that freshman wing. That is the first part of their grant request.

Tony asked how many people would be using the lifts.



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Laurie Verville said at this point, four students are handicapped. She said that she underestimated that although they are serving 1,800 students and 200 staff, she wasn't addressing how much the high school is used for public use and overall rentals. There are about 100 different groups that come into the high school each year. She said when they built the academy it was determined that they met code for having an elevator. She explained where the elevator was located and how difficult it was to get to the 3<sup>rd</sup> floor. The City lost out on some state aid when this was built. Laurie Verville stated that this occurred before her time. She explained that there are two students utilizing a center for the blind. They now have a program and will support those students with visual impairments.

Laurie Verville explained that the Woodman Park School project went before the City Council for a supplemental appropriation. They are looking for additional funding to address a lift for the gymnasium to bring this building into ADA compliance. The gymnasium has a public access area and under the code, they are required to have a lift put in place. In addition to that there would be braille signage. For the chairlift they have an estimate of \$9,500 and for the braille signage they have an estimate of \$6,000. The Woodman Park School project comes to \$16,500.

Perry Plummer asked if this work has to be done. Laurie Verville answered that it does as well as the signage.

Dennis Ciotti asked if there was money in the Woodman Park renovation to bring the building up to ADA compliance.

Laurie Verville answered that the money was carved out of the 3.1 million and they were told they would have to look at additional funding sources. She said this decision was made by the Joint Building Committee. They gave her the go ahead to apply for a grant.

Dennis Ciotti asked what happened to the lift that was in the high school. He said at one time there was one next to the mezzanine and now that it is gone and a ramp was installed. He wondered if that lift could be used at the Woodman Park School.

Laurie Verville stated that she will do some research and provide that information to him.

Rick Jones asked if the lift was a direct result of the renovation or was it needed before the renovation.

Laurie Verville answered that it was needed as a result of the renovation.

Donald Andolina asked if the City would get some return for the \$16,000 if it were included in the 3.1 million.



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Laurie Verville stated that the return would be about 30% from the State.

Donald Andolina felt it should come from the 3.1 million and if more was needed, it could be added it to the 3.1 million rather than take it out of CDBG and not get any matching funds.

Ronald Cole took a consensus of the Board and set a workshop for 6:15 pm prior to the meeting on March 13, 2007.

### **ITEM #5: Old Business**

#### **a. Report and update on status on hydrogeological report for Pruven and Tyra gravel pits on Mast Road.**

Chris Parker stated at the November 28, 2006 Planning Board meeting, the Board approved getting a third party hydrogeological expert to review the gravel pits. They anticipated that the report would be in by now and unfortunately, it is not. Staff worked during December with Pruven and Tyra to develop guidelines and the cost sharing of the reports. On January 18<sup>th</sup> they went out to bid and got 11 responses. They are still going through the evaluation process and hope to have a consultant selected at the end of this week. He said that they will get back to the Board on when they can expect the report.

Atty. Pollok stated he is an attorney with Gallagher & Callahan and is here for Pruven Aggregates. He saw the item on the agenda and was not certain on how much of an update the Board would be looking for. Since the issue is important to them they would give the Board their two cents. He sent around a photo showing the pit bottom before and another that was just taken this month. They have been participating with Mr. Woodruff and are anxious to see the proposals to determine who should be selected to do the study. They will follow up with Mr. Parker to find out where that is headed. They have gone to great lengths to fill in many of the flooded areas in the pits. The pictures show that where there was once standing water, the pit bottom is now dry. They view this as a way to solve what was a short-term issue that they took quite seriously but as a means of addressing the issue in advance of the city's schedule. They took it upon themselves to get this done quickly. Their annual recertification is coming up and they want to be viewed in a positive light.

#### **b. Discussion and possible vote on a residential sit plan and conditional Use Permit for Charles Kageleiry, John O'Neill, Michael Brigham, located on Middle road. (P06-55)(48 units)**

Withdrawn



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### 6. New Business

A Lot merger for Farther Cole of St. Joseph's Catholic Church.

### 7. Committee Reports

Kirt Schuman announced that the Economic and land Use Committee met on Saturday and will meet again this upcoming Saturday at 8:00 AM at the McConnell Center. They have the foundation set and are looking forward to getting the results of the telephone survey. He said that the telephone survey should take about 15 minutes.

### 8. Adjournment

Linda Murello motioned to adjourn.

Perry Plummer seconded.

**VOTE U/A**