

**DOVER PLANNING BOARD WORKSHOP
MINUTES OF MEETING
MARCH 4, 2003**

MEMBERS PRESENT: Dennis Ciotti, Allen Schintzius, Joyce El Kouarti, Beth Thompson, Ronald Cole

MEMBERS ABSENT: Margaret Stevenson, David Landry, Frank Torr, Pete Lavoie, Parks Christenbury, Anthony McManus

STAFF PRESENT: Steven Stancel, Planning Director; Rick Jones, C.D. Coordinator, and Jacqueline Freeman, Recording Secretary

Chairman Ron Cole brought the workshop to order at 7:07 PM.

Rick Jones, Community Development Coordinator, stated that he received a fax from NH Legal Services with regard to the information that Councilor Christenbury had asked for. He gave each member another copy of the Goals and Objectives that were covered last week in case anyone wanted to make some modifications, as well as, a single page with the department's recommendations for this year's CDBG budget.

Ron Cole explained that the applicants are given a priority rating of either High or Medium by staff with regard to how critical the agency's services are. He asked Rick Jones if the recommendations that the Board received this evening total up to the maximum amount of money that would be available.

Rick Jones answered that that was correct.

Ron Cole stated that he would go down the list starting with the first item and if there were any questions on any of the items to please stop him.

Dover Welfare Deposit requested \$15,000 and staff recommended \$15,000.

Avis Goodwin requested \$6,000 and staff recommended 0.

Beth Thompson asked if Avis Goodwin had ever applied before.

Rick Jones stated that they applied in 1999 and were funded but it was for a different program.

HUB Family Support requested \$14,080 and staff recommended \$10,000.

Rick Jones stated that the \$14,080 was for administrative costs for the organization.

Cross Roads House requested \$2,870 and staff recommends \$2,870.

Red Cross requested \$2,000 and staff recommends 0.

Ron Cole asked if the 0 funding was because of the priority.

Rick Jones stated that he made the recommendation based on the Board's consensus last year that they not be funded under CDBG. Rick Jones said that he remembers that last year the Board felt that it should be funded under the General Fund if the City funded it at all.

Dennis Ciotti stated that he thought that last year there was an avenue for Red Cross to come to the City if they were encumbered with a lot of money laid out for emergencies and that there was an avenue for them to come to the City to get it out of the General Fund.

Steve Stancel said that he thought that human service agencies do have the option to go directly to the City and be funded through the General Fund and many of them do. With that being the case, he said that with the tough budget year this year, many of them may be cut or decreased. It will be up to the City Council as it goes through the funding cycle.

AIDS Response requested \$18,587 and staff recommends \$12,000.

Joyce El Kouarti stated that she is still looking at the description of services that this organization provides. She asked if there was any way to break out what percentage of their income goes for each of their individual services. She said that in reading the goal statement, the focus seems to be to provide opportunities to the residents of Dover and to rehabilitate the housing stock of the City. She said that the focus of the CDBG funds seems to be less on emotional support, advocacy and medical assistance than it is on housing.

Rick Jones said that if you look at goal #1, it states, "To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services." He said that pretty much covers everything. He stated that the second to last page of their application gives a breakdown of the requested funds and how they are to be used.

Ron Cole stated that what we are recommending is about 20% of what it cost them to care for and support the 22 Dover residents.

A Safe Place is requesting \$9,000 and the staff is recommending \$6,750.

NH Legal Assistance is requesting \$3,000 and the staff is recommending \$2,000.

Beth Thompson asked if they had applied for funds in the past.

Rick Jones stated that this is the first time that they have applied to Dover but they have applied to and received funds in Portsmouth and Manchester and he said he believes, Nashua also.

Ron Cole stated that the way that Chris Wellington explained it, it is certainly needed.

Behavioral Health and Developmental Services (GH&DSS) requested \$19,000 and the staff recommendation is \$14,325.

Homeless Center for Strafford County is requesting \$12,000 and the staff recommends \$9,000.

Sexual Assault Support Services is requesting \$5,000 and the staff is recommending 0.

Rick Jones explained that most of the medium priorities have been recommended for no funding or reduced funding. He said that here again, we have \$39,582 to cut out so it makes sense to start out at the medium priorities.

Steve Stancel stated that he believes that Sexual Assault Support Services also applies for money through the City's program.

Rick Jones stated that they are currently included in the Welfare budget.

My Friend's Place is requesting \$13,750 and the staff is recommending \$10,310.

My Friend's Place Transitional Housing is requesting \$5,800 and the staff is recommending \$4,350

Ron Cole stated that that brings us to 86,605.00 for the public service agencies portion.

Beth Thompson asked if the staff recommendations reduced each of the high priorities by the same percentage like they did last year and how that was determined.

Rick Jones stated that some of them were reduced by a percentage and there were some that were not reduced such as Cross Road House. He said that last year Cross Roads applied for \$3,500 as they have for the previous years, this current year they were given \$2,870. He said that they have a new director that came in and applied for level funding. Rick said that had they not applied for level funding, they would be reduced further than they were the previous 5 years. The Welfare Security Deposit Program has requested to be funded at full amount and the majority of the others, aside from the HUB, have been reduced by 25%.

Ron Cole stated that they are going on to the Administration, Rehabilitation, Public Facilities and Economic Development portion.

Dover Housing Authority is requesting \$220,000. They are considered a Medium priority. They didn't ask for any money last year. He said that this is to double the size of a building and staff recommends the full funding of \$220,000.

Dover Adult Learning Center is requesting \$161,730 and the recommendation is, not knowing what is going to happen with the McConnell Center, that we do just the design fees at this point.

Steve Stancel explained that during the CIP process, the City Council cut out the entire amount of money requested for the McConnell Center. He said that DALC had been looking for funds to complete the engineering and design for both the outside work and the inside work. He said that it might be too early to have DALC making that kind of investment in the next Fiscal Year. He said that it did seem to make sense to provide enough money for design fees for their portion of the building so that as we move forward, they will be able to move in or as they receive alternative funding, they can move in sooner.

Ron Cole asked how the staff arrived at the \$15,500.

Rick Jones stated that the \$15,500 is from the breakdown from the architect. The \$161,730 was the total cost of the project including construction and the design phase was estimated at \$15,500 by the architect.

Steve Stancel stated that these figures are on page 4-4 of their application.

Ron Cole asked if Lassel has created the Feasibility Study for the building as a whole.

Steve Stancel stated that Lassel Architects determined that it would cost \$15,500 to do the design for that portion of the building. He said that Lassel Architects has given the City a detailed feasibility study in a booklet that breaks down the proposed uses of the building and the square footage for each use.

Community Action Partnership requested \$25,000 and the recommendation is that it be funded in total.

Ron Cole went to Program Administration for \$106,632 and the recommendation is \$106,632.

Steve Stancel stated that each year the City is allowed to charge administrative costs to the CDBG program. He said that the maximum amount of program funds that can be used for administration is 20% of the total grant amount, plus projected program income. He said that that totals \$107,120 and that is less than last year, which was roughly \$109,000. He said that they have shifted some of the staff time that is currently spent on CDBG back into the general budget to come up with \$106,632. He said what is included in that is a portion of the director's salary; a portion of a planner's salary; a portion of a secretary's salary, as well as, 50% of Rick Jones' salary.

Steve Stancel stated that Rick Jones spends about 50% of the time on Administration and 25% of his time on the Housing Revolving Loan and 25% on the Economic Loan Fund.

The Housing Revolving Loan Fund income returned to the pool \$29,650 and the recommendation is \$29,650.

Housing Rehab Loan Administration \$22,671 and the recommendation is \$22,671.

Dover Economic Loan program \$65,850 and the recommendation is \$65,850.

Rick Jones stated that the \$65,850 is the program income that will be generated by the Dover Economic Loan Program for next fiscal year.

Ron stated that the DELP Admin is \$22,271 and the recommendation is \$22,271.

Rick Jones stated in explanation of the bottom line of the table, that for this fiscal year, they are anticipating \$535,600 being available and, as of this afternoon, he has received an e-mail from the HUD Representative stating that the \$434,000 was the actual grant for this coming fiscal year so that number is going to be correct. The amount of our proposals is \$594,179 for a difference of \$58,579 and they are recommending that the Board funds this and that the difference be taken out of the balance that is in the Housing Revolving Loan Fund and program account and loan fund balance. Rick said that in section 2 of the red binder, the second page shows the balances that are anticipated to be available for both the DELP and the HR program at the end of the fiscal year. Rick Jones said that if we took the \$247,000, less the \$58,000 that would still leave us a balance of roughly \$188,000 in the HRL fund without touching the Economic Loan fund balance.

Beth Thompson made the motion to go forward with the staff recommendations.

Steve Stance asked the Board to bear in mind that this is only a consensus vote this evening and the official will take place next Tuesday evening.

VOTE U/A

Chairman Cole said that this will be recommended to the Planning Board for the next meeting on March 11, 2003. He said that the staff has done a great job paring this down and the recommendations are excellent.

Chairman Cole closed the workshop at 7:35 PM.