

**DOVER PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 13, 2001**

MEMBERS PRESENT: Pete Lavoie, Charles Maglaras, Frank Torr, Beth Thompson, David Landry, Reuben Hull, Brenda Whitmore

MEMBERS ABSENT: Ronald Cole, Jerry Reese, Margaret Stevenson, Tony McManus

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

Vice-chair Reuben Hull brought the meeting to order at 7:05 PM.

ITEM #1: Approval of minutes.

Beth Thompson made the motion to approve the minutes.

David Landry seconded.

VOTE U/A

Reuben Hull asked the Board to suspend the rules and hear Old Business next.

Beth Thompson made the motion to suspend the rules and bring Old Business forward.

Frank Torr seconded.

VOTE U/A

ITEM #5: Old Business

a. Discussion of a site plan for Millstone Properties, located at 8 & 10 Back River Rd. (64 units)

Steve Stancel stated the applicant is requesting a 30 day extension.

Chuck Maglaras made the motion to approve the 30 day extension.

Frank Torr seconded.

VOTE U/A

c. Motiva property on Silver St.

Steve Stancel stated that Motiva is requesting an additional 60 day extension.

Frank Torr made the motion to grant approval of the 60 day extension.

Beth Thompson seconded.

Chuck Maglaras asked if the issue with the court case was going to take more time and asked if 60 days was sufficient or did they need more time?

Malcolm McNeill stated that the trial date for the ZBA case is April 25th. He said that given the tenor of the last meeting, he felt it appropriate to ask for the same amount of time as he did previously. He said if the Board was inclined to give them 90 days that would be fine.

Steve Stancel the applicant if his intent is to not seek approvals until after the appeal.

Malcolm said that his intent is to seek approval conditioned upon the favorable result of the ZBA hearing and that they couldn't proceed unless they prevail in the litigation. He said that the lower rulings have been in their favor. He said that any final approval here would be conditioned upon that result. He said an appeal of a ZBA decision doesn't stay a Planning Board's action, and they would like to continue.

Reuben Hull stated that he wanted it to be on record that he is recusing himself from this project because the company that he works for is doing other projects with Motiva in the State of NH.

Brenda Whitmore made the motion to amend the motion to give a 90 day extension.

Frank Torr stated that he would withdraw his motion.

Dave Landry seconded.

VOTE U/A

ITEM #2: Consideration and acceptance of an application for a Conditional Use Permit for Southwest Partners Realty, LLC, Assessor's Map H, Lot 36B-1, Zoned *I-2, located on Knox Marsh Road.

Don Rhodes, Norway Plains, explained that the applicant owns approximately 20 acres on Knox Marsh Road containing storage sheds. There are buildings on the west side of the brook and buildings on the easterly side. He said that there is one office that will serve both sides. A raised golf cart bridge would allow the manager to cross from one side to the other without going out on the highway.

Dave Landry asked about the chemicals used for the wooden bridge.

Mark Phillips explained that this was explored at Conservation Commission. Sandy Point, in Stratham, on Great Bay, used the same materials and they found that there is no environmental problem. He added that the State Fish & Wildlife endorsed the material. Mark Philips stated that they have ordered their seedlings for the land that was striped through the Strafford Conservation District. The 300 white pine seedlings will be available in April.

Beth Thompson made the motion to accept the application.

Frank Torr seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Frank Torr made the motion to approve with the condition that the applicant obtain a Wetlands Permit from the NH Wetlands Bureau and submit a copy to the Planning Department.

Beth Thompson seconded.

VOTE U/A

ITEM #3: Consideration and acceptance of an application for a Conditional Use permit for Thomas & Mildred Parks, Assessor's Map L, Lot 45 C, Zoned R-20, located on Spur Road.

Thomas Parks stated that they are attempting to build a house on Spur Road.

Frank Torr made the motion to accept the application.

Chuck seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Steve Stancel stated that because the building itself is outside the 100-foot Conservation Zone, the Building Inspector may not have advised them about the removal of trees within the zone. Steve said that this was discussed, at length, at the Conservation Commission level. Steve said that there is a Cease and Desist on the construction of the building until these conditions are met.

Chuck Maglaras made the motion to approve with the following conditions:

1. The applicant shall prepare and implement a plan for creating a vegetative buffer zone along the Bellamy River. The applicant shall consult with the Conservation Commission Chairman, the City Arborist, and the Strafford County Cooperative Extension Service before finalizing the plan. The plan shall be approved by the Conservation Commission.
2. The applicant shall install appropriate erosion control measures as soon as possible.
3. The applicant shall obtain a Wetlands Permit from the NH Wetlands Bureau and submit a copy to the Planning Department.

Pete Lavoie seconded.

VOTE U/A

ITEM #4: Public hearing to hear Community Development Block Grant (CDBG) Funding Requests Fiscal Year 2001. Estimated to be available: \$540,000. All applicants for CDBG funding will be given the opportunity to present their applications to the Board.

Steve Stancel explained how the City of Dover is an entitlement community for the Community Development Block Grant program. He said that on an annual basis they receive a chunk of money to be distributed to programs that help the low to moderate income families of the City. He said every year we go through a process where we solicit proposal from human service agencies and from the City itself. The Planning Board is charged with reviewing these proposals and making recommendation to the City Council for the Council's final approval. The money that will be allocated during this process will become available July 1 of this year. Steve explained the funds available, which totals \$621,236 and went over the available funds for expenditure. He explained the criteria that must be followed (Loan Fund program income for next year estimated at \$111,350). Steve said when you add that to the entitlement grant you come up with a potential of \$113,590 that will be available for the administration of the program. He said the maximum amount of program funds that can be used for public services totals to \$88,605. Steve said it is

important to keep in mind the amounts that are available in the two loan programs. He said that he is going to recommend a workshop next week.

Steve Stancel went over the Planning and Administration Department Proposals. Administration of Program: \$112,380; Housing Rehabilitation Administration: \$20,085; Economic Loan Program Administration: \$19,935 and Security Deposit Assistance: \$15,000. He went over the Tentative Schedule. He said that the total that is being requested tonight is 1.47 million dollars and there is only \$621,000, therefore, not all of these projects will be able to be funded. He said that one thing that we hope will help in the decision making process, is that the City has developed a Consolidated Plan and this is a master plan of the City's needs for the low and moderate income residents of the community. It's a five-year plan that addresses issues such as housing, homeless, public services, community development needs, lead base paint abatement, as well as, expanding economic opportunity. This plan prioritizes housing and community development needs of the City. He said that there is a priority rating listing in the synopsis. The ratings are High, Medium or Low and are based on recommendations that are made in the Consolidate Plan.

Reuben Hull opened the public hearing and stated that each agency would receive 5 minutes.

A SAFE PLACE

Sikt Grote, stated they are requesting \$15,000 to fund one of their shelter directors. She said that they served 8 victims from Dover last year. She said she is requesting \$10,000 from Portsmouth and \$8,000 from Rochester. She said that Peggy Fogarty is Chairman of their Board of Directors and is a Dover resident. She said that she believes that there are others from Dover and will submit that later.

FRIENDSHIP EXPRESS

Nancy Craig, stated that they are requesting \$6,000. She said that they have 48 matches and 22 of them are Dover residents. 2 out of 10 on the Board of Directors are Dover residents. She said that they do not apply for other CDBG funds from any other communities.

CROSS ROADS HOUSE

Robin McRae, Financial Director, apologized because their application has inconsistencies. She said that they are building another data base for their statistics. She said that she will do what she can to fix the inconsistencies. Last year they had 51 beds and now they have 107 beds. They are requesting \$3,500. They received \$13,725 from Portsmouth last year and they are requesting the same for this year. They received \$3,000 from Rochester and are requesting the same this year. She said that they do not receive other monies from Dover. They don't have anyone from Dover on their Board of Directors but they are recruiting.

AMERICAN RED CROSS

Tony Anderesi, Vice Chair of the Strafford County Red Cross, and a resident of Dover, stated they are requesting \$2,000. Seven of their 12 Board members live or work in Dover. One half of their volunteers are from Dover. He said that they have requested funds from Portsmouth and Rochester.

STRAFFORD COUNTY FAMILY VIOLENCE.

No one was present, but a letter from Diane Levesque was submitted to the Board. They are requesting \$3,200.

STRAFFORD GUIDANCE

Walter Wilcox, Housing Manager said they are requesting \$19,200. He said that they received \$16,000 last year. He said that he is attributing their low rate of use for the money to a learning curve that he has been going through to get with the program. They served about 8 people and spent about \$3,000 and they anticipate that they will spend the rest of the money between now and June 30th. They only serve Dover residents with this money. He said that they did not request funds from other communities. He said that he will let Chuck Maglaras know later how many of the 29 people served were families.

AIDS RESPONSE

Clayton Wilcox, Director of Client Services, said that Rockingham and Strafford County together, have about 1/3 of the HIV infected population for the State. Their clients have increased 50% over the last 4 years. They are requesting \$18,422. He said they worked with 14 Dover clients during the year.

Mr. Wilcox stated that while they have clients who are dying, they have other clients who are trying to carve out some sort of a life out of \$500 per month disability. They are trying to move into socialization activities that will give some meaning to their lives and costs extra amounts of money. He said that they have requested approximately the same amount from Portsmouth as from Dover because the client load is similar and \$5,000 from Rochester.

Rick stated that they bill the City and they are not fully expended. Rick said that they have funds left over from the previous two years.

DOVER WELFARE SECURITY DEPOSIT

Steve Stancel said the City program runs in conjunction with the Strafford Guidance Program. Janet Poulin received \$10,000 and has increased her request to \$15,000 for security deposits. He said that over the last year they have served 32 Dover clients.

SEXUAL ASSAULT SUPPORT SERVICES

Diane Stradling, Executive Director, said 73 people in Dover called their crisis line 149 times. She said they are requesting \$6,000 from Portsmouth, \$5,500 from Rochester and \$5,000 from Dover. They have 14 Dover volunteers.

DOVER CHILDREN'S CENTER – Childcare Scholarships

Mary Lou Beaver, Executive Director, requested \$5,000 for scholarships for Dover residents. She said that they served 66 Dover residents. She spoke about the skill and the caring of the childcare providers and stated that they often get paid less than a gas station attendant or a fast food worker with limited, if any, benefits.

DOVER CHILDREN'S CENTER – Middle School-Age Child Care Program at 107

Broadway

Mary Lou Beaver stated they are requesting \$50,000. This would be for ages 10 – 14 years. She said that they still hold a license on the building and as long as they maintain that license the deed reads that the building belongs to them although the land belongs to Heidleberg. She spoke on how the electrical completely needs to be redone and the roof leaks. The building does not meet handicap accessibility and they need to install a ramp. The fire alarm is outdated and needs to be replaced. She said that with older middle school children the different rooms would work well.

With the way that licensing is set up, you can't mix the two age groups. The children 10, 11, and 12 do not want to be in their new center. They feel it is babysitting.

Rick Jones explained in order for the City to put in \$50,000 into the project, they would need to get some kind of a lease for at least 5 years.

HOMELESS CENTER FOR STRAFFORD COUNTY

Bob O'Connell stated that the shelter is located in Rochester and it was formed by a coalition of service providers from the Strafford County area about 3 years ago. They are requesting \$10,000. Four Dover residents were assisted last year. He said that they are requesting \$20,000 from Rochester and they have also gotten some support from the Rochester City Council. They may be looking for some permanent space for this shelter. Janet Poulin told him that 5 Dover residents have used the shelter this year. The amount of money that she has been spending for hotel costs has been nothing this year because she had the overflow shelter to offer people. He said that they are looking to hire a full-time person to manage the day to day operation.

MY FRIENDS PLACE – Public Service

Bob O'Connell stated that this a request to help support their facility maintenance and operation costs for things such as snow removal, pest control, trash removal and repairs to the shelter. They are requesting \$9,500.

MY FRIENDS PLACE - Shelter Construction

Bob O'Connell stated that they are trying to find a way to make the shelter handicap accessible. He said that they have put together some plans to put in a handicapped accessible bathroom and add office and storage space. He said that they are looking at adding a minimum of 4 beds to the shelter. They have gone to other organizations for funds. They have asked Portsmouth but they would not let him apply. He said that he also is requesting \$10,000 from Rochester.

Steve Stancel asked Bob if they bill the City for people who spend an evening there and if the \$9,500 is above and beyond billing the City.

Bob O'Connell said they do bill the City and the request is above and beyond billing the City.

THE HUB FAMILY SUPPORT CENTER

Mary Ellen Sheffield, Director of the HUB Family Resource Center, said they are coming to the Board under the Ready to Learn Task Force but they are a non profit. She said she would go over the service grant/programming grant and other board members will discuss the other grant. She said that they are requesting \$14,133. She said at the facility on Rutlad St. they have over 5 morning programs and 2 evening programs. She said that they served 975 Dover residents and 9 board members out of 18 are Dover residents.

THE HUB FAMILY SUPPORT CENTER

Tim Beretto, member of the executive committee of the HUB Board of Directors, said that during November the HUB received notice that they need to relocate from Rutland St. He said that McIntosh agreed to extend their time until March to find a new location. He said that they don't have any funds. He said that the Old Middle School is a short-term solution and they would like to find a permanent location. He said that they are looking for a more non-institutional building and location. They are requesting \$250,000 to acquire property and \$185,000 for renovations. Mary

Ellen Sheffield stated that they get \$2,500 from Somersworth and this year they are asking for \$10,000. Murray Ingraham stated that the Middle School is dangerous for small children.

DOVER ADULT LEARNING CENTER

Jim Verschuere, stated that they serve 1,300 Dover residents. They are asking for \$27,196 for building improvements including a lift for handicapped accessibility and classroom dividers. They have made a partnership with a group out of Maine called Cyber Seniors and they would like a space centrally located, with handicapped facilities and parking available, in the Seacoast. DALC would be able to offer their upstairs. They do request funds from Rochester for CDBG, last year they got \$6,500 and this year they are requesting \$7,000.

Reuben Hull called a 5 minute recess.

DOVER SCHOOL DEPARTMENT – Alternative High School

Nick Skaltsis explained that they are requesting \$100,000 for construction of an Alternative School on the campus of Dover High School. They will begin construction this spring. He said that the \$97,000 that they received last year would go for engineering and architectural costs.

Dave Landry wanted to know the past numbers of children that are being served out of district, to the ones who are being served in district for the years of 1995 – 1999.

Nick said that he only has the current numbers but he can get the numbers for him. Nick said that, in district, they have only maintained 10 to 12 students in the modular and the modular was on campus for more than a decade. He said that he knows that the out of district ranged from 20 to 30 and changes monthly.

THE TRIANGLE CLUB, INC

Mark Bowen stated that they are requesting \$192,075. He said that it would be for repairs to their building. Eight of their 13 Board of Director members live in Dover. He stated that they have a donated insurance policy that they pay \$724. They have full insurance coverage for everything but theft because they don't have anything to steal. He explained how the building location is good because it is close enough to downtown so people can walk. He stated that anything that they can get to help with the repairs to their facility would go to good use and would be greatly appreciated.

Steve Stancel asked if they would have a problem providing detailed statistics if they were funded.

Mark Bowen stated that they can provide the data and they have begun collecting it.

MAIN STREET PROGRAM

Erin Winsley stated that he has been with the Main Street Program on the design committee just long enough to attend 2 meetings. He said that Tim Sheldon couldn't be here so he volunteered. He said they are requesting \$45,000 to assist downtown property owners to update their buildings. This will be only in HUD low-moderate income areas. He explained how the program would work.

Rick Jones explained that Community Development has its own goals and objectives. He said that it has to have a low/mod benefit, has to be an urgent need or there has to be indications of slums and blithe.

David Landry asked if 2/3 of the Downtown meets slum and blithe.

Steve Stancel stated that to be in the area of benefit, 51% of the people in the Census Tract have to be low/moderate income. Technically 2/3 of the downtown area are in Census Tracts that are low/moderate income. However, he said that they are still investigation how this would fall into one of the three criteria.

Rick stated that back in the 80' the City Council declared parts of the downtown and adjoining neighborhoods as Slum/Blight. This enabled the City to do a reconstruction – demolish old dilapidated buildings and construct the School Street Parking Lot utilizing CDBG funds. Any determination of slum/blight would have to be re-address by the Council in order to use that HUD national objective for the Main Street Program. He said that they would be going to the Council over the next few months for demolition of the Public Works Garage, that is a slum/blight project.

Steve Stancel stated that the only way to make this eligible is to either declare specific buildings slum/blight. Lewiston, ME is doing this under job creation and there are other communities doing that nation wide and they are investigating how that is being done. He said that it seems somewhat suspect that by doing façade improvements you're doing job creation but we are in the process of researching that.

THE LITTLE PEOPLES CENTER

Lee Beal, board member of the center, stated that they are requesting \$216,000. They have scholarship funds through Strafford County and they have a sliding fee scale. They can offer Dover 40 additional slots of daycare geared towards low/moderate income families.

Aaron Sturgis, historic preservation specialist, stated that the building they are proposing to rejuvenate is on the corner of Third and Grove Street. It's a four-story timber framed mill building. It's one of the earliest mill buildings in the City still surviving. This building will allow them to address the incredible need for day care, they will utilize a historic building to provide the physical structure for that care. The building is sprinklered, it has no lead paint, and it has a new roof, good windows. It needs new services, interior finish and means of egress. The money will be used for bricks and mortar to allow a safe environment for 70 children. They would only lease two of the 4 floors (4,800 sq. ft.) and the owner would lease the other two floors for community service organizations. There is parking along the side. The parking is not a long-term parking situation and people flow in and out according to their schedules. It is more of a pick up drop-off situation.

Steve Stancel scheduled a workshop next Tuesday to go over the service providers and try to come to a consensus. He said if you have any other questions on the programs, just call and he will get the answers by Tuesday.

Chuck Maglaras asked if the questions that the Board normally asks could be put on the application. Such as how many people on their board of directors are Dover residents and how many Dover residents are served.

Reuben Hull stated that the workshop would be held on Tuesday, February 20, 2001 at 7:00 PM.

Steve Stancel stated that they are now shooting for a week in March for the Growth Summit. He said they though about having it next week, but many of the developers could not make it because of vacation week plus we have the CDBG issues. He said they are shooting for the 6th, 7th, or 8th of March. He said that the 6th is a Tuesday.

The Board agreed that Tuesday meetings are better.

Steve Stancel said that he had asked Ron Cole about putting together a sub committee to help work on impact fees. That is something to be thinking about if you are interested on serving.

Steve said that Beth has met with Tom Fargo once and she said that he would like to suggest some changes and then have it come back to the Board.

Steve Stancel stated that Ron Cole is thinking about suggesting another site walk on the Motiva project during the morning peak hours. He might bring that up on the 27th.

ITEM #7: Adjournment

Frank Torr made the motion to adjourn.

Chuck Maglaras seconded.

VOTE U/A