



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers
Meeting Date: Tuesday, March 9, 2010
Meeting Time: 7:00 pm

MEMBERS PRESENT: Ronald Cole (Chair) Frank Torr (Vice Chair), Dean Trefethen, Don Andolina, Marcia Gasses, Linda Merullo, Perry Plummer, Doug Steele, John Swartzendruber, Gary Green (Alternate) and Lee Skinner (Alternate).

STAFF PRESENT: Christopher Parker (Planning Director), Rick Jones (Community Development Coordinator) and Jean Glidden (Recording Secretary).

OTHERS PRESENT: Gary Bannon, Lena Nichols, Michelle Donovan, Robert O’Connell, Chris Sterndale, Amy Breger, Richard Wagner, Marsie Silvestro, Breena Marshall, Kathy Beebe, Janet Atkins, Melissa Frischetto, Patti Frew-Waters and Susan Lavallee.

The Chair called the meeting to order.

1. Public Hearing on the five (5) year Consolidated Plan on Housing and Community Development Block Grant needs of the City of Dover.

The Chair opened the public hearing. No comment was made. The Chair closed the public hearing.

2. Public Hearing to hear Community Development Block Grant (CDBG) funding requests for Fiscal Year 2011. All applicants will be given the opportunity to present their application to the Board.

R.Jones stated that this year the Planning Department is in the process of creating its new five year consolidated plan which will run from FY11 to FY15. He noted that this plan is a master plan of the community development needs of the City. These needs are determined by the census data, past consolidated plans, public service organizations, human service agencies, Dover Housing Authority, members of the Housing Continuum Care and the Planning Department. The plan involves two parts. The first part is a strategic plan, which determines the housing and community development needs of the City along with the available resources for the residents. The second part of the plan is the action plan, which is the part you are hearing tonight. This is the one year use of funds that goes along with the strategic plan. The groups tonight are here to discuss funds under the CDBG FY2011. The Planning Department will be making recommendations for funding at the next meeting. At the next meeting, the Planning Board will vote on the recommendations for spending. That vote will go to the City Council for their final approval. The grant amount has not been determined. HUD has asked for a level budget or an increase up to 7%. The public service request far exceeds the amount available. He requested that they limit the finance available to \$3,000 or more. There is a lot of administration that goes along with each of the projects and we believe \$3,000 would be the minimum.

The Chair opened the public hearing.

Public Service Agencies:

Dover Recreation Department: \$15,000 Request

G.Bannon, Recreation Director for the City of Dover, stated that this is a request for funding for scholarships/camperships through the Recreation Department. He noted that the programs in Recreation are self funded. He added that we need to find ways to pay for that program and not have the person pay with their own funds. He stated that the request would be spread out over a number of programs over the year.



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He added that the biggest demand is the summer camps and playground program. They we more and more families rely on this in order to go to work. He added that typically we see 130 children participate in the summer program and we try to spread the funds to as many people as possible.

Welfare Security Deposits: \$15,000 Request

L.Nichols, Acting Director for the Welfare Department, noted that they are asking for funds for the Security Deposit Program in Dover. She noted that most people receiving these funds have just received Section8 or are moving into Dover Housing. We currently limit the funds to \$500 tops. She added that most of these people are working, some disabled, and some that are on some type of assistance in order to afford the apartments.

G. Green recused himself as his wife works for Community Partners.

Community Partners: \$19,220 Request

M.Donovan, the Community Support Program Director stated that they are asking for funding to go towards security deposits and/or first months rent. A majority of the folks are disabled individuals or below poverty income. Last year they assisted 26 individuals and families with mental illness or developmental disabilities to get into a permanent housing situation.

My Friend's Place/MFP Transitional Housing: \$12,000 Request

R.O'Connell, Executive Director of My Friend's Place, noted that My Friend's Place is a homeless shelter located at 368 Washington Street. He stated that they are requesting funds for the operation of the shelter and transitional housing programs.

Cross Roads House: \$10,000 Request

C.Sterndale, representing Cross Roads House, stated they were a homeless program and emergency/transitional shelter for families. He noted that they assist generally 30 – 50 Dover residents a year. Our new facility is located in Portsmouth.

Seymour Osman Community Center: \$6,800 Request

A.Breger, Director of the Quantum Program at the Seymour Osman Community Center stated that the program is an after school program geared towards select Dover High School students. It is a 5 year round asset development prevention program which encourages high school graduation, pursuing post secondary education, and preparing them for the workplace. The ultimate goal is to ensure that our children have the necessary social and intellectual capabilities. Each year they recruit 9th and 10th grade students that have a cluster of at-risk factors. The parents have a low or very low economic profile. Since our inspection in 2003 all students that participated have graduated High School and most recently almost all of them were accepted to multiple post secondary educational institutions. We are asking for continuance support in the arts education and career development components. This program will be able to create internships.

AIDS Response: \$15,000 Request

R.Wagner, Executive Director stated that the requested funds would be used for case management or services for people living with HIV or AIDS. He noted that case management includes practical and emotional support, advocacy, assistance in medical and dental resources as well as providing services in nutritional counseling, food pantry, transportation and utilitarian housing assistance. We are the only agency in the



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seacoast that provides these services, which are free of charge. Last year we assisted 114 clients; of these 25% were Dover residents. Of those Dover residents, 89% are low or very low income.

A Safe Place: \$6,000 Request

M.Silvestro, Executive Director, noted that they are requesting the funds for domestic violence services. She noted that they are open 7 days a week, 24 hours a day, 365 days a year, and have a 24 hour hot line. They serve Rockingham and Strafford County, which includes 48 cities and towns. The Rochester Office is the main office that serves Dover. This year they served 216 clients from Dover. In total we provided \$288,940 of free services to Dover residents. She noted that for every person that reports a domestic violence situation, there are ten that have not.

Homeless Center for Strafford County: \$8,500 Request

There was no one in attendance to speak to the application.

Big Brothers/Big Sisters of Greater Seacoast: \$5,000 Request

B.Marshall, stated that the funds would be used to provide community based mentoring for youths. She noted that they are looking to serve 112 at risk youths in Dover. She stated that their budget for Dover will be \$90,000. They are part of a national organization but they are funded by local grants and fundraising activities.

Sexual Assault Support Services: \$3,000 Request

K.Beebe, Executive Director, stated that the organization provided over \$100,000 of free services to more than 1,000 Dover residents. She noted that the organization has a 24 hot line. Last year we provided services to 987 individuals of which 92 were Dover residents. The economic benefits of this organization are critical. We work diligently to keep our children safe. During the past 10 year, over 15,000 children in Dover schools participated in our education program such as internet safety, personal body safety, sexual assault awareness, and unhealthy teen relationships for middle and high school students. Last year we provided educational programs to 13,288 children, youth and adults, of which 4,515 were Dover residents. She noted that Dover is the only town/city in the County that does not support our organization.

P. Plummer questioned if they are receiving funding from the schools. She stated yes.

Avis Goodwin Community Health: \$5,000 Request

J.Atkins, the Executive Director stated that they have been in the community for 40 years. They provide medical, dental and oral health care to 8,000 patients, which is 1,000 over last year. She noted that about 67% of the patients last year were uninsured. They provide a school based oral health program at the elementary schools in Dover. The requested funds would support our prenatal program every integrated quality healthcare to community. The grant would go towards the prenatal program. Of the 8,000 patients, 1,700 are Dover residents and 1,300 of those patients are very low income. We deliver 374 babies a year and we are asking for Dover to subsidize those who are uninsured, which is about 23%. We are asking for about 2% of what we need to come up with so these women can receive adequate prenatal care and deliver healthy babies.

HUB Family Services: \$5,000 Request

There was no one in attendance to speak to the application.



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Seacoast Family Promise \$3,000 Request

P.Frew-Waters, the Director, noted that their program budget is \$146,000 a year because we leverage over \$350,000 in volunteer hours. Our programs serve families who are experiencing homelessness, who have children under the age of 18. She noted that they started in 2003 and have now served 92 families, 287 individuals, 161 children of which 101 are under the age of 5. We are one of the 151 affiliates of familypromise.org across the United States. This program is 22 years old. We provide safe housing, nutrition in local faith communities across the seacoast area. We have over 21 faith communities and over 600 volunteers. We have a comprehensive program with a mandated financial planning program, parenting and savings. For 2009, we are running 79-82% of nonrecurring homelessness.

M.Gasses noted that they only served 3 Dover residents and they were based in Stratham. P.Frew-Waters noted that they have served 17 families in Dover over the last 4 years. The Chair confirmed that they interface with the other organizations.

Administration, Rehabilitation, Public Facilities and Economic Development:

Community Action Weatherization: \$25,000 Request

There was no one in attendance to speak to the application.

Our House for Girls: \$9,203 Request

S.Lavallee, Executive Director, noted that they are an adolescent group home for girls. They have been in Dover for 35 years and serve 9-10 girls at any given time. This year 1/3 of the girls were from Dover. We work with the girls and their families to help them to implement the strategies and things that we have found to be successful with the kids. These girls are referred through the courts. We provide 24/7 care and we are working with kids that each year become more challenging. These funds will help update the fire equipment and provide a safe evacuation of this home. We encourage the girls to help the community in return.

R.Jones stated that the Our House request, section three, does not correspond with the amount that they requested. He increased the amount the amount by a 20% contingency to cover the required life safety improvements.

Dover Children's Center: \$30,950 Request

M.Frischetto, Executive Director noted that they are facing building and grounds obstacles. They are requesting funds for both sites. The Back River site is licensed for 77 children ages 6 weeks up to 12 years. The McConnell Center is licensed for 67 and they have a school aged program. For Back River Road, they are requesting funds for repairs to the front side of the building, chimney repairs, a natural texture playground, removal of the pavement in the playground, interior projects to provide a safe area for the children. She noted that the families use the facilities for up to 10 hours per day. We are requesting funds for the McConnell Center for bark mulch in the playground, compacted sand, design of the bike track, gardening components, a gate, paint, and installation for the keyless entry. She added that the organization does more than childcare, they do family outreach and support.

G.Green asked how many Dover students are in the two locations. M.Frischetto said that a majority (69%) of the students are from the Dover area. The Chair asked if she could break it out down to the two locations. M.Frischetto stated that she would have it available for the next meeting.



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Cross Roads House: \$50,000 Request

C.Sterndale noted that the funds would be for public facility improvements. The building dates to the early 50's and is in need of renovation. He noted that they are battling mold, ventilation and plumbing issues. The fire safety system consists of a smoke alarm and a door. We are in need of life safety upgrades. The building serves 8 or 9 families at a time.

Downtown Improvements & Oversight of project: \$58,430 Request

C.Parker noted that this was a carry over from last year for sidewalk tip down improvements & handicap accessibility improvements to the downtown area. The painted bump outs would be upgraded to pavement and increase pedestrian safety. It would include the project manager's fee.

Program Administration: \$80,555 Request

C.Parker noted that we are allowed to use 20% of the total grant towards program and administration costs. This includes part of the Planning staff salary and any administrative supplies.

Housing Revolving Loan Fund income returned to loan pool: \$3,918 Request

C.Parker noted that this goes into the rehab program which allows us to do repair work for low mod residents.

Housing Rehab Admin: \$28,708 Request

Economic Development Loan: \$27,170 Request

C.Parker noted that this goes towards assisting projects that create jobs for low to moderate income employees.

Economic Loan Program Admin: \$28,895 Request

C.Parker noted that we will be able to fund the Administration, Rehabilitation, Public Facilities and Economic Development with \$342,829. He added that the Board will receive recommendations in the next Planning Board packets for funding of the Public Service Agencies.

C.Parker noted that Dover Recreation Department, Seacoast Family Promise have never applied for these funds. He noted that Our House for Girls, Dover Children's Center and Cross Roads House did not apply last year. Big Brothers/Sisters of Greater Seacoast, Sexual Assault Support Services and Avis Goodwin applied last year but were not funded. D.Andolina would like the list to reflect this.

The Chair suggested meeting at 6PM on March 23 to discuss CDBG and suggested discussing zoning in April.

The Chair closed the Public Hearing.

Adjourn

D.Trefethen made the motion to adjourn 8:22 PM. M.Gasses seconded. Vote: Unanimous