

ROCHESTER SPECIAL CITY COUNCIL MEETING
April 16, 2013
Council Chambers
8:35 PM

MEMBERS PRESENT

Councilor Hervey
Councilor Hynes
Councilor Keans
Councilor LaBranche
Councilor Lachapelle
Councilor Larochelle
Councilor Lauterborn
Councilor Reed-Erickson
Councilor Savoie
Councilor Torr
Councilor Varney
Councilor Walker
Mayor Jean

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Karen Pollard, Deputy City Manager
Dan Wensley, City Attorney

MINUTES

1. Call to Order

Mayor Jean called the Special City Council meeting to order at 8:35 PM. All Councilors were present.

2. Resolution Authorizing Supplemental Appropriation from the City of Rochester, Economic Development Fund for the Art Esprit 2013 Art Project

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Labranche seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mayor Jean read the resolution for the first time by title only as follows:

RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION FROM THE
CITY OF ROCHESTER. ECONOMIC DEVELOPMENT FUND FOR THE ART
ESPRIT 2013 PUBLIC ART PROJECT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the sum of Three Thousand Dollars (\$3,000.00) be, and hereby is, appropriated from the 2012-2013 Economic Development Fund, fund balance of the City of Rochester, to the Economic Development Fund, Community Services (account # 70231010 589044) for the purpose of providing funds necessary to make a donation to Art Esprit for the 2013 Art Esprit public art project involving larger than life "Postcards."

Further, that the sums necessary to fund such appropriation shall be drawn in their entirety from the unencumbered and unexpended Economic Development Fund balance.

Further, that the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

Councilor Varney **MOVED** to read the resolution for the second time by title only. Councilor Labranche seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor Jean read the resolution by title only for the second time.

Councilor Varney **MOVED** to adopt the resolution. Councilor Savoie seconded the motion. The **MOTION CARRIED** by a 10-3 roll call vote. Councilors Torr, Lauterborn, Hervey, Keans, Varney, Hynes, Reed-Erickson, Larochelle, Lachapelle, and Mayor Jean voted yes. Councilors Labranche, Savoie, and Walker voted no.

3. Resolution Authorizing the Reallocation of Funds in the Amount of \$18,000 within the CDBG Grant funds for the Purpose of Historical Society's Window Installation Project

Mayor Jean said that this resolution will be put on hold because the Planning Department is working on gathering more information on the project so that the Council will have a clearer picture on what they will be voting on in terms of the Historical Society.

4. Community Development Block Grant [CDBG] Fiscal Year 2014 Action Plan

Mayor Jean said that when this item was discussed at the Regular City Council meeting on April 2, 2013, a recommendation was made to have the Planning Department put together a comparison of what was funded last year, what has been requested this year so there will be a comparative of some of the social service agencies and what the funding is. The Community Development Committee studied these requests and made their recommendations to the full Council and then the Finance Committee looked at the recommendations and made a few alterations to the proposal to incorporate what the Welfare Director had concerns with. With that information, Mayor Jean said there are some amendments to be considered before adoption to make sure that the reflective social service agency contributions are in line with what the Council wants.

Councilor Lauterborn **MOVED** to read the Community Development Block Grant [CDBG] Fiscal Year 2014 Action Plan for the second time by title only. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Mayor Jean read the resolution by title only for the second time.

RESOLUTION ADOPTING A 2013-2014 ROCHESTER CDBG
"ACTION PLAN FOR THE CITY OF ROCHESTER, NH" AND
APPROVING AND APPROPRIATING THE 2013-2014
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF
ROCHESTER

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2013-2014 "Action Plan for the Department of Planning and Development for the City of Rochester, NH", as prepared, and presented to the Mayor and City Council, by the City of Rochester Department of Planning and Development, in connection with the City's CDBG program, including the goals, objectives and concepts set forth therein.

II. Further, that a twelve (12) month Community Development Block Grant budget for the Department of Planning and Development for the City of Rochester in the total amount of Two Hundred Three Thousand Three Hundred Sixty-Five Dollars (\$203,365.00) be, and hereby is, approved and appropriated for fiscal year 2013-2014. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Department of Planning and Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration	\$40,673.00
Public Service Agencies	\$30,505.00
Economic Development	\$12,000.00
Housing	\$43,458.23
Public Facilities/Infrastructure	<u>\$76,728.77</u>
Total	\$203,365.00

This budget and the one-year action plan for 2013-2014 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2013-2014 budget adopted for the Department of Planning and Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Three Thousand Three Hundred Sixty-Five Dollars (\$203,365.00) shall be drawn in their entirety from the above mentioned 2013-2014 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Department of Planning and Development, is authorized to proportionately reduce the amounts for the budgetary categories

stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

Councilor Lauterborn **MOVED TO AMEND** the public service portion of the original proposal to incorporate the Finance Committee recommendations (the blue column). Councilor Keans seconded the motion. Mayor Jean read the recommendations. Mayor Jean asked for a vote on approval of the amendment. The MOTION CARRIED by a unanimous voice vote.

There being no further discussion, the **MOTION** to adopt the CDBG **CARRIED** by unanimous voice vote.

The revised Action Plan can be found as an Addendum to the minutes.

5. Other

Mayor Jean asked Council if there was no objection he would like to amend the Agenda to include a discussion and possible action relative to the gravel pit in Barrington and also to incorporate discussion on a parcel of land on Pickering Road. There being no objection, Mayor Jean opened the discussion to the Council.

Councilor Lachapelle **MOVED** that the City of Rochester send representation to the May 7, 2013, Barrington Planning Board meeting. He asked it would be advisable to draft a letter to the Barrington Planning Board asking that they follow the Regional Planning Board's recommendations, which was very comprehensive and well written. Councilor Lachapelle amended his motion to writing a letter and have someone attend the Barrington Planning Board meeting on May 7, 2013 to present it. Councilor Larochelle seconded the motion.

Councilor Varney said that it would be important to send the letter in advance to the Barrington Planning Board so that it would be included in their packet for the May 7, 2013, meeting. Mayor Jean asked Planning Director Kenn Ortmann if it would be possible to get something written in the next day or so. Mayor Jean said he would be willing to help with the letter and send it to the Barrington Planning Department electronically.

Councilor Savoie asked who would be composing the letter and what would be said in the letter. His concern was the content of the letter and having a vote taken on something that Council has not seen. Mayor Jean said that it would be a simple statement reiterating the City of Rochester's concerns regarding the gravel pit.

The **MOTION CARRIED** by unanimous voice vote.

Mayor Jean called to the attention of the City Council a map that had been handed out at the meeting. This concerned an item that was presented to the Finance

Committee meeting regarding an issue on Pickering Road and it was recommended by the committee to refer the matter to the City Council.

The issue concerns a property owner on Pickering Road who suffered the loss of this home in a fire. The owner wishes to replace the home and putting in a new septic system that would be in compliance with current regulations that differ from when the home was originally built. He will need access to a portion of property owned by the City of Rochester at the Wastewater Treatment Plant. The recommendation from the Finance Committee was to provide the property owner with an easement to allow him to put in the septic system on his property that is compliant with the new regulations.

Mayor Jean **MOVED** to grant an easement to the property owner and for the City to further negotiate for sale of the property. Councilor Lachapelle seconded the motion.

Councilor Keans asked why the septic system cannot go north on the property. She was uneasy with the granting of an easement to a property owner. City Manager Fitzpatrick recommended granting the easement to the property owner for as long as he alone owns the property. Councilor Hynes added that this does not mean location of the septic system, but rather the leach field, which he feels could be located anywhere on the property. He said that the owner has not had an engineer look at it.

Mayor Jean suggested getting back to the property owner and his engineer to see if the leach field can be configured to the north on the property so that can be ruled out as an option. He said he would also like to hear from the City Assessor concerning the value of the property on which the owner is seeking the easement. If it is not possible to put the septic system on the north side of the property then the Council would have information on the fair market value of the easement.

Councilor Varney said he respectfully disagreed. If the City is not going to use that little piece of property, then get some type of agreement in place so the owner can be taken care of. Apparently the system that had been in place for years was on City property and nobody even knew it.

Councilor Walker said that the presentation made to the Finance Committee by the property owner indicated that he could not get financing for the modular home he wants to put on the property without this easement. By delaying a decision on this matter means that the owner is delayed in getting his home and will have to continue to stay in a hotel. Councilor Walker added that this easement does not hurt anything and he would support granting the easement to the owner.

Deputy City Manager Karen Pollard suggested that a fee could be charged to the easement, which could be applied to the purchase price. In that way, there would be some security offered to the City and the property owner would get his easement.

The **MOTION CARRIED** by a 10 to 3 roll call vote. Councilors Savoie, Reed-Erickson, Lauterborn, Lachapelle, Walker, Varney, Torr, Labranche, and Hervey, and Mayor Jean voted yes. Councilors Larochelle, Hynes, and Keans voted no.

6. Non-Meeting

6.1 Land, RSA 91-A:3 (d)

Councilor Lachapelle **MOVED** to enter Non-Meeting at 8:55 PM under Land, RSA 91-A:3 (d). Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous roll call vote. Councilors Hynes, Reed-Erickson, Keans, Torr, Walker, Larochelle, Savoie, Lachapelle, Labranche, Hervey, Varney, and Lauterborn, and Mayor Jean all voted in favor of the motion.

Councilor Lachapelle **MOVED** to exit Non-Meeting at 9:07 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

7. Adjournment

Councilor Lachapelle **MOVED** to adjourn at 9:07 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy
Deputy City Clerk

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

*Priority Areas of the 2010-2015 Consolidated Plan: Basic Needs, Safety Net, and Investment
Impact on City Welfare: Direct/Indirect; Immediate/Future
Preliminary CD Committee Recommendations =*

PUBLIC SERVICES

BASIC NEEDS

➤ **Direct/Immediate Impact on City Welfare**

Crossroads: Request (\$12,000);
Recommended Funding (\$4,000)

Emergency homeless shelter in Portsmouth with lowest barriers to admission.

Funding: Operating costs, including salaries and benefits
Rochester Residents Served: (27/326) or 8%
Low-Moderate Income Rochester Residents Served: (27/27) or 100%

Goodwin Community Health: Request (\$5,000);
Recommended Funding ()

Provides integrated, high quality healthcare to people in 43 communities in the Greater Strafford County region including Rochester.

Funding: ‘Give Today/Care for a Year’ Program to support dental care for Rochester residents.
Rochester Residents Served: (1,800/7,871) or 23%
Low-Moderate Income Rochester Residents Served: (1,494/1,800) or 83%

Homeless Center for Strafford County: Request (\$8,000);
Recommended Funding (\$7,000)

Six-month shelter facility provides safe, secure shelter and case management to single women and families located in Strafford County during the winter months

Funding: basic operating expenses associated with operating the shelter on a daily basis as well as to help pay for additional case management for transitional units.

Rochester Residents Served: (43/97) or 44%
Low-Moderate Income Rochester Residents Served: (43/43) or 100%

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

My Friend’s Place: Request (\$7,000);

Recommended Funding (\$6,000)

Strafford County’s only full-time, year round shelter that provides housing for homeless individuals and families.

Funding: Overall operations of shelter (heat, hot water, water and sewerage) and including staffing for basic care, overnight coverage and case management.

Rochester Residents Served: (45/185) or 24%

Low-Moderate Income Rochester Residents Served: (45/45) or 100%

SHARE Fund: Request (\$5,000);

Recommended Funding (\$5,000)

Provides food, clothing and financial assistance to Rochester residents

Funding: Emergency Housing Services to include security deposit assistance and back rental payments, part of the SHARE Fund’s Emergency Financial Assistance program.

Rochester Residents Served: (4,033/5,601 or 72% Individuals; 2,001/2,649 or 75% Households- in programs where residency is tracked.

Low-Moderate Income Rochester Residents Served: (Food Assistance 3,610 individuals; Emergency Financial Assistance for 187 housing services and 236 non-housing services; Clothing Assistance to 1,568 individuals *income not tracked for clothing assistance)

➤ **Indirect/Immediate Impact on City Welfare**

Child and Family Services of NH: Request (\$2,500);

Recommended Funding ()

New Hampshire’s oldest children’s charitable organization

Funding: Family Counseling Program

Rochester Residents Served: (249/14,555) or 2%

Low-Moderate Income Rochester Residents Served: (214/249) or 86%

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

SAFETY NET

➤ **Direct/Immediate Impact on City Welfare**

AIDS Response Seacoast: Request (\$5,000);
Recommended Funding ()

Nonprofit, community-based, HIV/AIDS service organization that seeks to prevent the spread of HIV through prevention education programs provide direct services to those living with and affected by HIV/AIDS, and advocates for the needs and rights of anyone infected with HIV. Services are provided at no charge to individuals living in Rockingham and Strafford Counties.

Funding: To partially fund the Director of Client Services and Case Manager positions.

Rochester Residents Served: (20/108) or 19%

Low-Moderate Income Rochester Residents Served: (20/20) or 100%

➤ **Indirect/Immediate Impact on City Welfare**

Tri-City Coop: Request (\$3,733);
Recommended Funding (\$1,905)

Provides a non-medical approach to mental health wellness and recovery for adults eighteen (18) year and older who reside in Strafford County.

Funds: Supplies for operations

Rochester Residents Served: (63/187) or 34%

Low-Moderate Income Rochester Residents Served: (63/63) or 100%

➤ **Indirect/Future Impact on City Welfare**

Girl’s Incorporated: Request (\$2,500);
Recommended Funding ()

Programming for the developmental and emotional needs of young girls, including; comprehensive safety and violence prevention, self-esteem, skill building, media literacy, bullying, health, peer pressure resistance and economic education.

Funding: To support implementation of prevention programs offered free of charge to students in Rochester.

Rochester Residents Served: (279/1,610) or 17%

Low-Moderate Income Rochester Residents Served: (251/279) or 90%

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

INVESTMENT

Indirect/Future Impact on City Welfare

Project Pride: Request (\$5,000);
Recommended Funding (3,300)

Provides education and occupational training to low-income youth in need of basic skills review, work-based skills training and a career.

Funding: support the career development portion of this program.

Rochester Residents Served: (29/29) or 100%

Low-Moderate Income Rochester Residents Served: (29/29) or 100%

Dover Adult Learning Center: Request (\$5,000);
Recommended Funding (\$3,300)

Provides adult basic education in four different areas including basic skill and literacy, high school or GED completion, vocational education and community enrichment.

Funding: Funds awarded primarily contribute to the expenses associated with our GED testing program, including lease of GED test batteries, examinee wages, GED supplies, and registration and record keeping. Funds also support computer access for literacy practice and test preparation; an adult high school counselor and support staff to assess student records for diploma completion; and childcare for daytime literacy students who have pre-school children.

Rochester Residents Served: (300/1000) or 30%- adult literacy; (500/4000) or 13%- all programs

Low-Moderate Income Rochester Residents Served: (297/300) or 99%; unknown for ‘all programs’

Big Brothers, Big Sisters: Request (\$3,500); Recommended Funding ()

Provides individual mentoring services through after school programs and serves children ages 6 to 18.

Funding: the Community and School/site-Based Programs, which is the area’s only one-to-one mentoring organization.

Rochester Residents Served: (72/400) or 18%

Low-Moderate Income Rochester Residents Served: (68/72) or 94%

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

ECONOMIC DEVELOPMENT

New Hampshire Small Business Development Center- (UNH):

Request: (\$12,000);

Recommended Funding (\$12,000)

Provides free, confidential, one on one management advising to small business owners and those starting their own business. Most common areas/issues deal with financing, and sources of capital, restaurant business planning and cash management, accounting and bookkeeping, business and market planning, human resource issues (hiring, benefits, managing), technology issues, taxes and cash-flow analysis.

Funding: for a portion of the overall budget, but specifically for business management assistance for low to moderate income Rochester residents.

Rochester Residents Served: (61/288) Total: *20 or 6.9%-received business advising (specific to use of funds) ; 41- received E-Learning Courses

Low-Moderate Income Rochester Residents Served: Of those receiving business advising (12/20) or 60%

CDBG FACILITY/INFRASTRUCTURE (FY 13-14)

**Community Development Committee “Preliminary” Recommendations
CDBG Action Plan (FY13-14)**

HOUSING REHAB

Community Action of Strafford County (Weatherization Program)

Request: (\$50,000);

Recommended Funding (\$50,000: \$43,459 FY 13-14 CDBG Grant & \$6,541 from prior year CDBG Housing Rehab Funds)

Emergency program to help low-income homeowners and renters who meet income or crisis guidelines to upgrade home insulation and energy retrofit. The program achieves energy savings up to 40% of home energy costs for low-income Rochester residents, specifically mobile home residents.

Funding: To supplement the Weatherization Assistance Program and help support housing eligibility for the Weatherization process because many homes are ineligible due to faulty structures or roof systems; repairs not allowed by the State of NH as well as for leveraging, which is required by the program. Additional assistance is being requested to help target mobile homes that not in co-op parks that are currently not eligible for assistance under the mobile home Co-op Park grant funding from the Community Loan fund.

Rochester Residents Served: (6,756/16,335) or 42%

Low-Moderate Income Rochester Residents Served: (6,756/6,756) or 100%

Community Development Committee “Preliminary” Recommendations CDBG Action Plan (FY13-14)

Potential Facility/Infrastructure Projects

Rochester Common Restrooms:

The Common is a popular place of public assembly and recreation. The only current option has been the use of portable restrooms or “porta potties” in this location in the summer months, creating some objection by some of the population. This is a local community area for children’s play, recreation and community events and serves the Rochester community, inclusive of those Low-Moderate income residents. There is concern with the sanitary conditions currently associated with the use of the portable restrooms. Construction of a Public Restroom building at the Rochester Common at the corner of Grant and Upham Streets and is planned to begin Spring of 2013.

TOTAL COST ESTIMATE: \$70,000 (\$65,000 project; \$5,000 project oversight)

Rochester Child Care Center Fencing:

The Rochester Child Care Center is the largest provider (approximately 1/3) of licensed childcare services for families of low and moderate income in the City of Rochester for the last 36 years. The services provided are vital to the social infrastructure of our community, allowing for Rochester families to work and provide for their families.

The current proposal is a request to obtain funding to repair and replace sections of the old and damaged fencing that surrounds the playground areas on the exterior of the property in order to maintain safety and meet State Licensing regulations and maintain safety of the children. Most of the existing fencing has been in place for 10 or more years and has been damaged by harsh winters and snow removal equipment. In the rear of the property the land drops off towards the river and needs very secure fencing. Some sections of fencing require a stronger gage of galvanized chain link to replace some that is badly stretched and no longer intact. The proposal is to replace a section of fencing adjacent to the parking lot with solid fencing for improved privacy and safety. In addition to needed repairs, an additional area needs to be fenced off so that it can be safely closed off for more effective snow removal in the winter, but still be available for children’s use in the summer. This fence will contain a gate, as it is also an important exit for emergency evacuation and all fencing will have safety caps.

TOTAL COST ESTIMATE: \$6,000 (\$5,000 project; \$1,000 project oversight)

Rochester Historic Society- Window and Insulation Upgrades:

The Rochester Historic Society is located in the heart of downtown Rochester and serves the community through its stewardship of local treasures of historic significance and presents regular presentations to the public. Their collection is housed in a city owned building leased to the society, but to date has not been made fully handicap accessible. This project is to upgrade the windows and provide insulation in the attic space.

TOTAL COST ESTIMATE: \$18,000 (\$15,000 project; \$3,000 project oversight)

Catherine St. Sidewalks:

Reconstruction of the severely degraded sidewalks on Catherine Street to include curbing and sidewalk rehabilitation. This is part of a larger project that covers Sheridan, Glen and Granite Streets. These sidewalks have been neglected for quite some time, additionally creating problems with drainage/sewer. This is a prime walk and bus route for elementary schoolers to Allen School and has caused concern with residents about uneven sidewalks and the poor drainage.

TOTAL COST ESTIMATE for CDBG: \$73,342 (CDBG portion of the total project)

\$61,119- project; \$12,223 project oversight