



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Donna Bogan, Vice Chairperson
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, January 8, 2018	
Members Present:	Tom Abbott Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	Members Absent: N/A
Guests/Staff:	Caroline McCarley, Mayor Julian Long, Community Development Coordinator John Marzinzik, Frisbie Memorial Hospital Stephanie Turek, Frisbie Memorial Hospital Susan Ford, My Friend's Place Stacia Jablonski, Homemakers Health Services Rad Nichols, Cooperative Alliance for Seacoast Transportation Tracy Donaldson, Dover Adult Learning Center Jessica Doe, Dover Adult Learning Center Pamela Becker, Community Partners Julie Reynolds, Cornerstone VNA Julia LaFleur, Court Appointed Special Advocates of New Hampshire Martha Stone, Cross Roads House John Burns, SOS Recovery Center Tory Soper, Strafford County Family Justice Center Betsey Andrews Parker, Community Action Partnership of Strafford County Kristen Welch, Community Action Partnership of Strafford County Martha Hewitt, Tri-City Consumers' Action Co-operative David Totty, Director of Rochester School Facilities Stacey Price, Rochester Housing Authority Evan Mullen, Port One Architects	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the November 13, 2017 minutes. The minutes were approved unanimously. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the November 29, 2017 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
ZONING AMENDMENT PETITION – Referral from December 5,	Councilor Lauterborn provided an overview of the location of the property at 147 Wakefield Street and reviewed the allowable uses that would apply to the

2017 City Council Meeting	<p>property if the zoning amendment petition were granted. Councilor Lauterborn and Councilor Bogan expressed the preference that the zoning amendment petition not be granted, but Councilor Bogan suggested that the Community Development Committee should defer to the Planning Board.</p> <p><i>The consensus of the Committee was to offer no recommendation on the petition and to defer to the Planning Board's decision.</i></p>
ECONOMIC DEVELOPMENT STRATEGIC PLAN	<p>Mr. Long told the Committee that the Rochester Economic Development Commission has already reviewed and approved the finalized draft of the Economic Development Strategic Plan. Councilor Lauterborn asked the Committee members if they had any questions, but there were none.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Gray to approve the Economic Development Strategic Plan. The motion passed unanimously.</i></p>
FY 2018-2019 GRANT APPLICATION PRESENTATIONS	<p>Mr. Long declared two potential conflicts of interest related to Community Development Block Grant (CDBG) applications requesting funding for FY 2018-2019: one from SOS Recovery Center, requesting funding to support staff salaries for addiction recovery services, and one from Dover Adult Learning Center, requesting funding to support its high school equivalency testing program. The Rochester SOS Recovery Center and the Dover Adult Learning Center's Rochester location are both physically located within First Church Congregational, UCC, and Mr. Long stated that he currently serves as moderator for First Church Congregational's church council. Mr. Long stated that he did not believe this would affect the integrity of the application review process or his ability to remain impartial and objective, and he added that he would be requesting an official waiver from the U.S. Department of Housing and Urban Development (HUD) regarding these conflicts.</p>

Mr. Long also stated that he serves as the Rochester representative on the board of directors for the Cooperative Alliance for Seacoast Transportation (COAST) but would be acting in his capacity as Community Development Coordinator for the City, not a board member, throughout the evening's proceedings.

Mr. Marzinzik and Ms. Turek from Frisbie Memorial Hospital presented a request for funding to support the hospital's Rochester Community Recovery Center and its recovery operations. Mr. Marzinzik explained that a previous grant has now ended and, while the hospital pays for night coverage, additional funding is needed for day coverage.

Councilor Gray asked if these funds would be the first step is setting up a Safe Stations program in Rochester. Councilor Gray also mentioned the need for respite care within the city. Mr. Marzinzik replied that this would help set up Safe Stations.

Councilor Hutchinson asked about the Rochester Community Recovery Center's metrics and successes. Ms. Turek stated that the recovery center served 203 clients in 2017. Councilor Lauterborn asked how many of these clients were Rochester residents, and Ms. Turek replied that 102 of the clients were Rochester residents.

Ms. Ford from My Friend's Place provided an overview of the shelter's services (including emergency shelter, clothes, toiletries, and Salvation Army vouchers) and stated that My Friend's Place had provided 1,800 bed nights last year at a value of \$40,000. Councilor Hutchinson asked if My Friend's Place receives any CDBG funding from Dover, and Ms. Ford replied that the shelter receives a slightly higher amount of CDBG funds from Dover than from Rochester.

Ms. Jablonski from Homemakers Health Services provided an overview of Homemakers' services, which

include home health care, adult day out program, and non-medical home support. She stated that 568 clients were served in 2017, 44% of those clients being Rochester residents and 37% of Rochester clients being low to moderate income.

Councilor Lauterborn asked where most of the organization's funding comes from, and Ms. Jablonski replied that funding comes from Medicaid, Medicare, Title 3 B, and some from state reimbursements. She added that there is no funding for travel reimbursements. Councilor Lauterborn asked if the agency has had a lot of staffing turn-over or changes in programs, and Ms. Jablonski replied that the agency has had several executive directors in the last few years but has maintained its services and programming.

Mr. Nichols from the Cooperative Alliance for Seacoast Transportation (COAST) provided an overview of the bus routes that provide service to Rochester and noted that the route servicing the Granite Ridge development is seeing significant ridership. Mr. Nichols stated that the final request will be determined at the January 2018 COAST board of directors meeting but will likely be about \$126,000.

Councilor Lauterborn asked how the funding formulas for all of the communities are developed. Mr. Nichols replied that the funding formulas are based on ridership and service miles. Councilor Lauterborn noted that Rochester has a long history of fully funding COAST's annual funding requests.

Councilor Hutchinson asked if there are any plans for more bus shelters, and Mr. Nichols said that COAST would be very open to that, especially as Rochester allows advertising on the shelters. Councilor Hutchinson asked how many bus shelters are located in Rochester, and Mr. Nichols said there are five or six shelters. Councilor Lauterborn asked what kinds of businesses can advertise on the shelters, and Mr.

Nichols said that advertisers have included the Rochester Opera House, local health care providers, and McDonald's. He added that gambling, alcohol, etc., are not allowed to be advertised on the shelters.

Ms. Donaldson from Dover Adult Learning Center stated that the Rochester location provides child care, high school equivalency testing services, English as a Second Language classes, and computer classes. She added that the learning center partners with several other agencies, such as MY TURN, Great Bay Community College, Bud Carlson Academy, and local homeless shelters. Ms. Doe, a current student at Dover Adult Learning Center, stated that the learning center's scheduling flexibility has allowed her, as a busy working mother, to pursue her high school completion.

Councilor Lauterborn stated that it was good that the learning center partners with other non-profit agencies. Councilor Bogan asked how many hours Ms. Doe attends class, and Ms. Doe replied that she attends two hours per week and has already passed three of her needed tests. Councilor Lauterborn expressed the Committee's admiration for Jessica in continuing her education.

Ms. Becker from Community Partners stated that the agency's pilot rental assistance for persons with mental illnesses or development disabilities project has gone well and that all awarded FY 2017-2018 funds have been expended. Four families were served, and Community Partners hopes to serve 10 families in FY 2018-2019.

Councilor Lauterborn asked how Community Partners determined that its funding request of \$10,800 is needed. Ms. Becker stated it was based on how quickly they expended all of the awarded funds from this year. Councilor Hutchinson asked how many Rochester families would be served, and Ms. Becker replied that all Rochester CDBG funds would be used

to assist Rochester families.

Ms. Reynolds from Cornerstone VNA gave an overview of the agency and its health services, including pediatrics hospice, home care, and elderly homemaking services. Ms. Reynolds added that there have been challenges with Medicare reimbursements lately, making local funding especially important. Councilor Lauterborn asked if the agency has seen an increase in Medicare rejecting claims, and Ms. Reynolds replied that health care providers are seeing that as well as increased auditing.

Ms. LaFleur from Court Appointed Special Advocates of New Hampshire (CASA) stated that the agency provides volunteer guardians ad litem for abused and neglected children and served 76 Rochester children in FY 2016-2017. Ms. LaFleur added that CASA's services save the state money, as otherwise paid guardians ad litem would need to be provided through state funds at about \$60 per hour.

Councilors Lauterborn and Hutchinson asked whether other communities contribute funding to CASA. Ms. LaFleur replied that communities statewide provide funding as well as the state and federal governments. Councilor Hutchinson asked whether CASA's Rochester CDBG request is about average for the town requests, and Ms. LaFleur replied that the request is a bit more than what is requested of smaller communities but less than what is requested from the City of Manchester.

Ms. Stone from Cross Roads House stated that the shelter served over 500 homeless persons last year, including 71 people from Rochester. She added that the shelter operated over capacity about 80% of the year and provides comprehensive services, case management, medical care, and housing stability case management to reduce recidivism.

Mr. Burns from the Rochester SOS Recovery Center

stated that the recovery center provides peer-based recovery, including crisis management, yoga, art, and music. He added that SOS Recovery is looking to expand training for recovery certifications, as there is a workforce deficit in the field due to lack of certification.

Councilor Lauterborn asked whether the recovery center would be able to do its project if less funding than requested is awarded, and Mr. Burns replied that any funding is useful. Councilor Lauterborn asked whether the SOS Recovery Center works with the Rochester Community Recovery Center or has clients in common. Mr. Burns replied that the two recovery centers partners to a certain extent and have some client overlap. He added that the Rochester SOS Recovery Center has 20 to 30 unique visitors per month.

Ms. Soper from the Strafford County Family Justice Center stated that the justice center provides services for survivors of domestic violence, sexual abuse, elder abuse, and stalking. The family justice center is requesting funding to subdivide its existing offices, located in the Rochester Community Center, to provide designated child care space, space for staff from New Hampshire Legal Assistance, and space for faith-based services.

Councilor Lauterborn asked if the family justice center is just subdividing its space, not expanding, and why this would cost so much. Ms. Soper confirmed they are just subdividing and said that the contractor estimated it would cost the amount requested due to the electrical and HVAC work required.

Ms. Andrews Parker from the Community Action Partnership of Strafford County (CAP) stated that CAP is the sole local provider of weatherization services, which allows residents to remain in homes they might otherwise not be able to remain in. She added that CAP hires local contractors to perform the work and

that every local dollar leverages five dollars in other funding. Ms. Andrews Parker also stated that CAP is requesting general city funding for its general programs, such as fuel assistance. She added that 37% of CAP's clients are Rochester residents.

Councilor Lauterborn asked whether the weatherization funds requested would be used just for Rochester residents, and Ms. Andrews Parker confirmed. She added that CAP has almost entirely expended its FY 2017-2018 weatherization funds due to high demand for services.

Ms. Hewitt from Tri-City Consumers' Action Co-operative (Tri-City Coop) stated that Tri-City Coop provides non-medical peer to peer mental health services, including transportation to and from the agency's offices. She added that Tri-City Coop has seen an increase in clients who are homeless. Councilor Lauterborn asked what the funding request will fund, and Ms. Hewitt replied that it will cover the cost of utilities, computers, and related expenses.

Mr. Totty from the Rochester School Department explained that Maple Street Magnet School has been ordered by the Office of Civil Rights to become ADA complaint. The School Department is requesting funding to install a new chair lift at Maple Street Magnet School as well as a chair lift at Spaulding High School to reach the auditoriums.

Councilor Lauterborn asked whether it isn't sufficient to provide services on the first floor, and Mr. Totty replied that it's sufficient in the short term but not the long term. Councilor Bogan asked if a ramp couldn't be used instead, and Mr. Totty replied that a ramp likely would not be cheaper than a lift. Councilor Gray asked if Maple Street Magnet School is CDBG eligible based on the school's location, and Mr. Long stated that it is eligible based on the population to be served being persons with disabilities. Councilor Hutchinson asked how many students with disabilities there are at the

	<p>school, and Mr. Totty replied that he did not know exact numbers but that there are at least some at the high school.</p> <p>Ms. Price from the Rochester Housing Authority stated that the housing authority is seeking funding to renovate a donated building (165 Charles Street) to create eight units of housing for chronically homeless persons. The funding would be used specifically to install an elevator in the split-level building.</p> <p>Councilor Abbott asked whether the number of units is below the threshold for accessibility requirements. Mr. Mullen explained that the change in use of the building requires accessibility. Councilor Bogan asked whether there would be a time limit on the housing, and Ms. Price replied that it would be permanent housing. Councilor Lauterborn asked whether there would be staff on site, and Ms. Price replied that there would be social service agencies and housing authority personnel at the location. Councilor Gray asked whether a ramp installed the rear of the building could be used instead of an elevator, and Mr. Mullen replied that it would be difficult to install a ramp because the building is split-level.</p> <p>Councilor Hutchinson asked if there are any concerns from the Planning Board, and Ms. Price replied that the Planning Board has approved the project with slight modifications. Councilor Lauterborn asked whether it would be less expensive to sell the donated building and purchase a more suitable location. Ms. Price replied that the building is not very sellable and that other buildings would have similar issues. Councilor Gray asked whether the funding request accounts for Davis-Bacon Act wage requirements, and Mr. Mullen stated that while he could not speak to Davis-Bacon requirements, the project is seeking to reduce overall costs through engineering.</p>
FY 2018-2019 CDBG ANNUAL ACTION PLAN – First Review	<p>Councilor Lauterborn provided a brief overview of the FY 2017-2018 CDBG Action Plan decision process, specifically the Committee’s recommendation of</p>

	<p>funding for the Rochester Community Center tennis court lights project. Councilor Hutchinson stated that he had not received the electronic copy of the FY 2018-2019 draft action plan, and Mr. Long stated that he would email the draft action plan to the Committee to ensure all councilors have a copy. Mr. Long provided a brief outline of the timeline for adoption of the draft action plan: the plan will be approved by the Committee at its February meeting, the full City Council will do a first reading at the April meeting, a public hearing will be held at the April workshop meeting, and the full City Council will do a second reading and adoption at the May meeting.</p>
<p>PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants</p>	<p>Mr. Long presented a brief overview of continuing and current CDBG projects. The final FY 2016-2017 carryover project, the backup generator at the Homeless Center for Strafford County, has been completed. All that remains is paying the related invoices. Mr. Long also mentioned that the Recreation Department and the Department of Public Works agreed to postpone the Community Center tennis court lights project until June 2018 to avoid interference with the spring tennis season.</p> <p>Mr. Long also stated that HUD recently extended the deadline for submission for the Assessment of Fair Housing and that he would provide further updates as they become available.</p> <p>Mr. Long provided updates on several non-CDBG grants, including assistance to Bridging the Gaps with a new grant application to the Substance Abuse and Mental Health Services Administration, assistance to the Fire Department for a state Homeland Security grant application, and assistance to the School Department with a grant application to fund planning work at the Bud Carlson Academy.</p>
<p>WORKFORCE HOUSING CHARRETTE APPLICATION – Potential Locations Update</p>	<p>Mr. Long stated that he had reached out to multiple property owners, including the owners of Fownes Mill and the Royal Pizza building, to request permission to do a workforce housing charrette with their property. While some of these inquiries are ongoing, no</p>

	<p>property owners have agreed as of yet. Mr. Long suggested that the 38 Hanson Street property, which is now owned by the City, be considered as a back-up property for use on the workforce housing charrette application. The consensus of the Committee was to allow 38 Hanson Street to serve as a back-up option for the workforce housing charrette application.</p> <p>Councilor Abbott also suggested that Mr. Long reach out to property owner Dave Lemieux regarding the charrette, and Mr. Long stated that he would do so.</p>
OTHER BUSINESS	<p>Councilor Gray stated that in addition to workforce housing, there is a need for respite housing, as the nearest available housing exists in Manchester. Councilor Bogan asked about the funding behind Serenity House, and Councilor Lauterborn asked Mr. Long to reach out to Serenity House to find out more information. Mr. Long stated he would do so.</p>

The meeting was adjourned at 9:53 p.m.

Next Meeting – Monday, February 12, 2018 at 7:00 p.m. in Conference Room B (Cocheco Room) at the City Hall Annex (33 Wakefield Street)

Topics –FY 2018-2019 CDBG Annual Action Plan, CDBG Projects Program Report, Workforce Housing Charrette Application

Rochester Community Development Block Grant (CDBG) Rent Assistance

Community Partners is designated by the State of New Hampshire as the Community Mental Health Center and Area Agency for Developmental Services (DS) in Strafford County. In 2014, Community Partners was designated as the ServiceLink provider for Strafford County.

Community Partners' Rochester CDBG Program will be an essential component of our efforts to prevent homelessness and ensure sustainable housing for our consumers. This program directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness.

Over the past 14 years, with Dover CDBG support, we have been able to impact nearly 325 individuals in Dover, aiding them in securing permanent and affordable housing. With the start of the same program in Rochester we have supported 9 people with the \$3,000 we received last year.

We are requesting \$10,000.00. We are projecting to assist at least 10 families or individuals in the upcoming year.

Funds are used to provide Security Deposit/First month's rent to individuals and families with mental illness or developmental disabilities who are homeless or at risk of homelessness to assist them in obtaining and maintaining permanent housing who are current residents of Rochester or moving to Rochester. These individuals are clients of Community Partners.

All program participants will work with Case Managers to ensure placement in sustainable, affordable housing. Participants also receive vocational supports, assistance in accessing benefits (Section 8, Fuel Assistance, Social Security Disability, Medicaid, TANF, food stamps etc.), and referral to outside community supports.

CDBG funds are a critical piece of Community Partners services. Persistently high rental rates in Strafford County and Rochester (\$1,156 for 2 BR in Strafford County area) make affordable housing impossible for vulnerable populations.

The majority of CP clients are reliant on Social Security benefits as many are unable to work due to disability. In early 2017, the average monthly disability benefit in the US was \$1,146 - barely enough to keep an individual above the poverty level.

The prohibitive cost of housing can exacerbate symptoms of mental illness or increase distress for people with developmental disabilities and leads to high rates of homelessness of people living in substandard housing.

Providing a specialized funding stream, such as CDBG, to assist this population with securing housing alleviates the burden on Rochester Welfare Department, leaving funds for the general public.

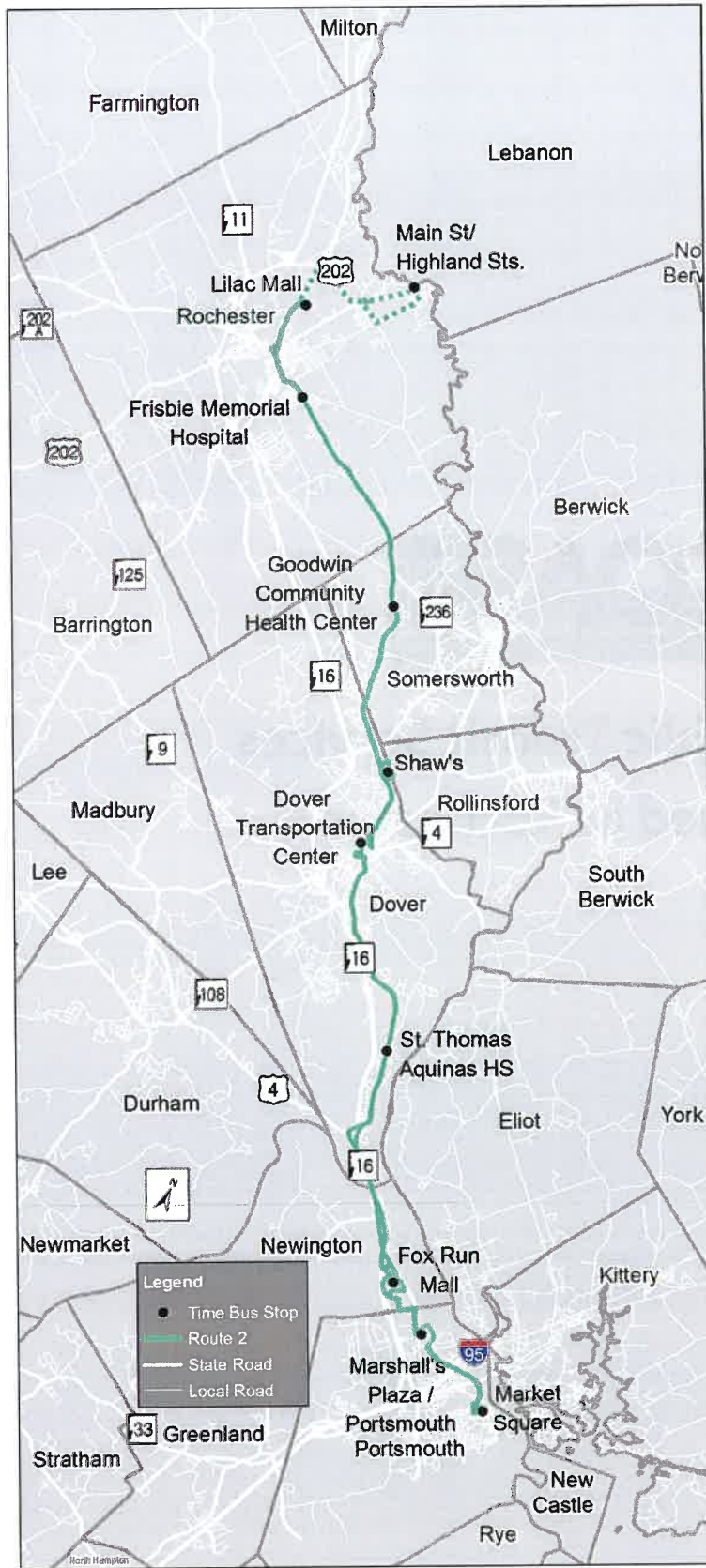
This request directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness. Our proposed CDBG program offers assistance to very low income renters, aiding them in securing decent, affordable housing and maintaining a suitable living environment.



COAST Public Transit Services Provided in Rochester

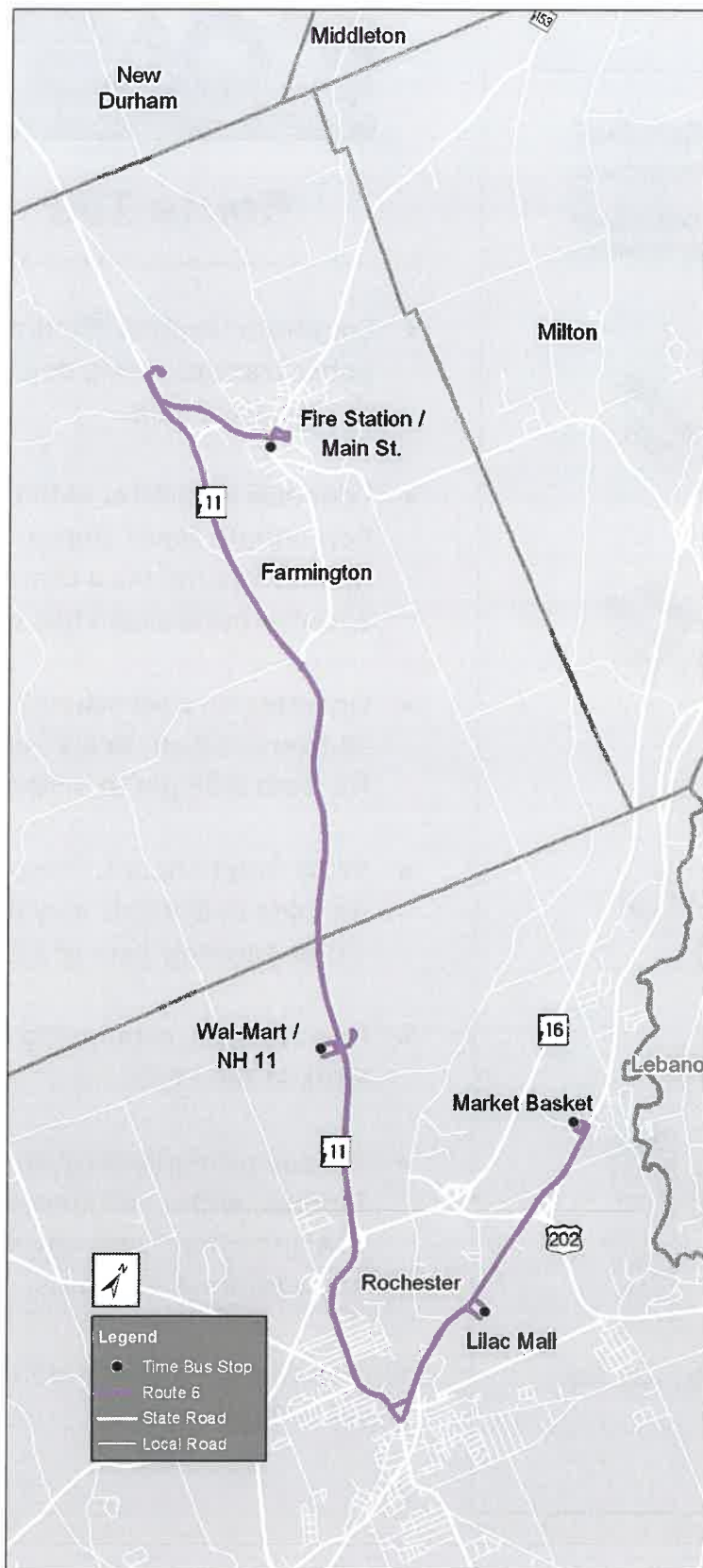
42 Sumner Drive, Dover, NH 03820 PHONE (603) 743-5777 FAX (603) 743-5786 www.coastbus.org

COAST champions and provides customer-focused public transportation with a commitment to excellence in safety and service.



Route 2

- Fixed-route public transit service, open to the general public.
- Connects Rochester with Somersworth, Dover, Newington and Portsmouth.
- Operates on a set schedule, M-F, 5:30 am to 9:30 pm and Sat., 6:45 am to 9:45 pm.
- 30-60 minute frequency M-F and 90-120 minute frequency on Sat.
- \$1.50 fare to board. Seniors and disabled individuals may ride for \$0.75. Discounted ticket and pass options available.
- Primary uses: commuting to work & school, going shopping & to medical appointments.
- Can make transfers and connections between COAST and Wildcat Transit at Shaw's and the downtown Transportation Center, both in Dover.
- Can connect via COAST to C&J (Dover & Portsmouth) and the Downeaster (Dover).

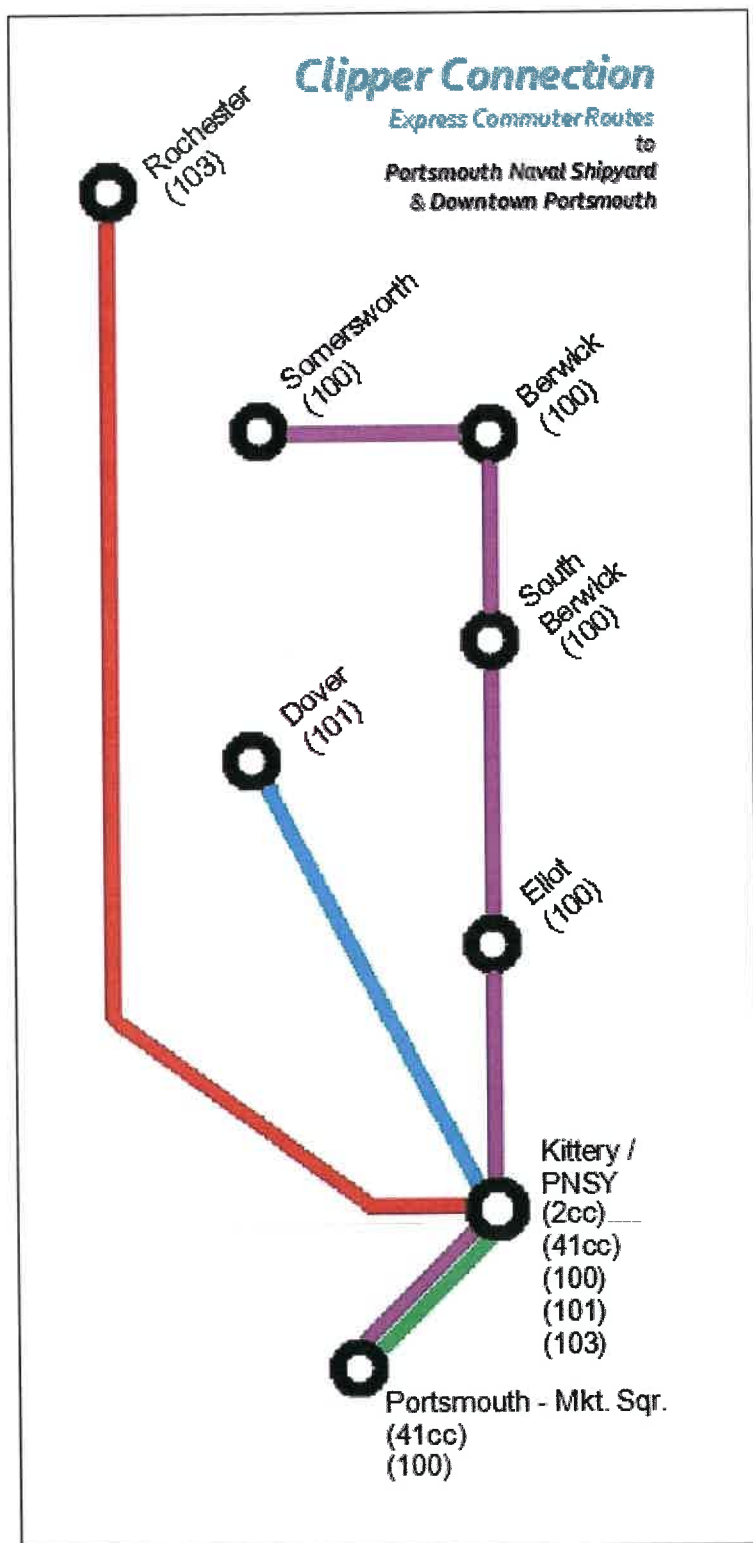


Route 6

- Fixed-route public transit service, open to the general public.
- Connects Rochester with Farmington.
- Operates on a set schedule, M-F, 5:50 am to 6:50 pm.
- 60-90 minute frequency. Mid-afternoon service gap between 2:00 pm and 4:15 pm.
- \$1.50 fare to board. Seniors and disabled individuals may ride for \$0.75. Discounted ticket and pass options available.
- Primary uses: commuting to work & school, going shopping & to medical appointments.
- Can make transfers and connections between COAST and Wildcat Transit at Shaw's and the downtown Transportation Center, both in Dover.
- Can connect via COAST to C&J (Dover & Portsmouth) and the Downeaster (Dover).



Route 103



- Commuter Express Fixed-route public transit service, open to the general public.
- Connects Rochester with the Portsmouth Naval Shipyard (& Market Square) via a commuter-based express coach bus service.
- Operates on a set schedule, M-F, SB from 5:50 am to 6:25 am and NB from 3:45 pm to 4:30 pm.
- \$7.00 fare to board. Seniors and disabled individuals may ride for \$3.50. Monthly pass of \$255.
- Primary uses: commuting to work at the PNSY.
- Funded primarily through the farebox, with small amounts of FTA and other funds covering any additional expenses.
- No required match from the local communities.

ADA Paratransit Service



Curb-to-Curb, Reservation Based Rides
For people who cannot make some or all of their trips on the fixed-route bus due to a disability



Who Can Use COAST's ADA Paratransit Service?

Passengers must be found eligible for the service before they can schedule trips. Eligibility is based on the passenger's inability to make some or all trips on the fixed-route system due to a disability. In making an eligibility decision, COAST does not consider the applicant's ability to drive a car or eligibility for any other state or federal program.



How to Apply for ADA Paratransit Service?

Call the COAST office and speak with our staff. We will send you a two-part application form. One part is for the applicant (or a designee) to fill out. The second part is for a medical professional to fill out.

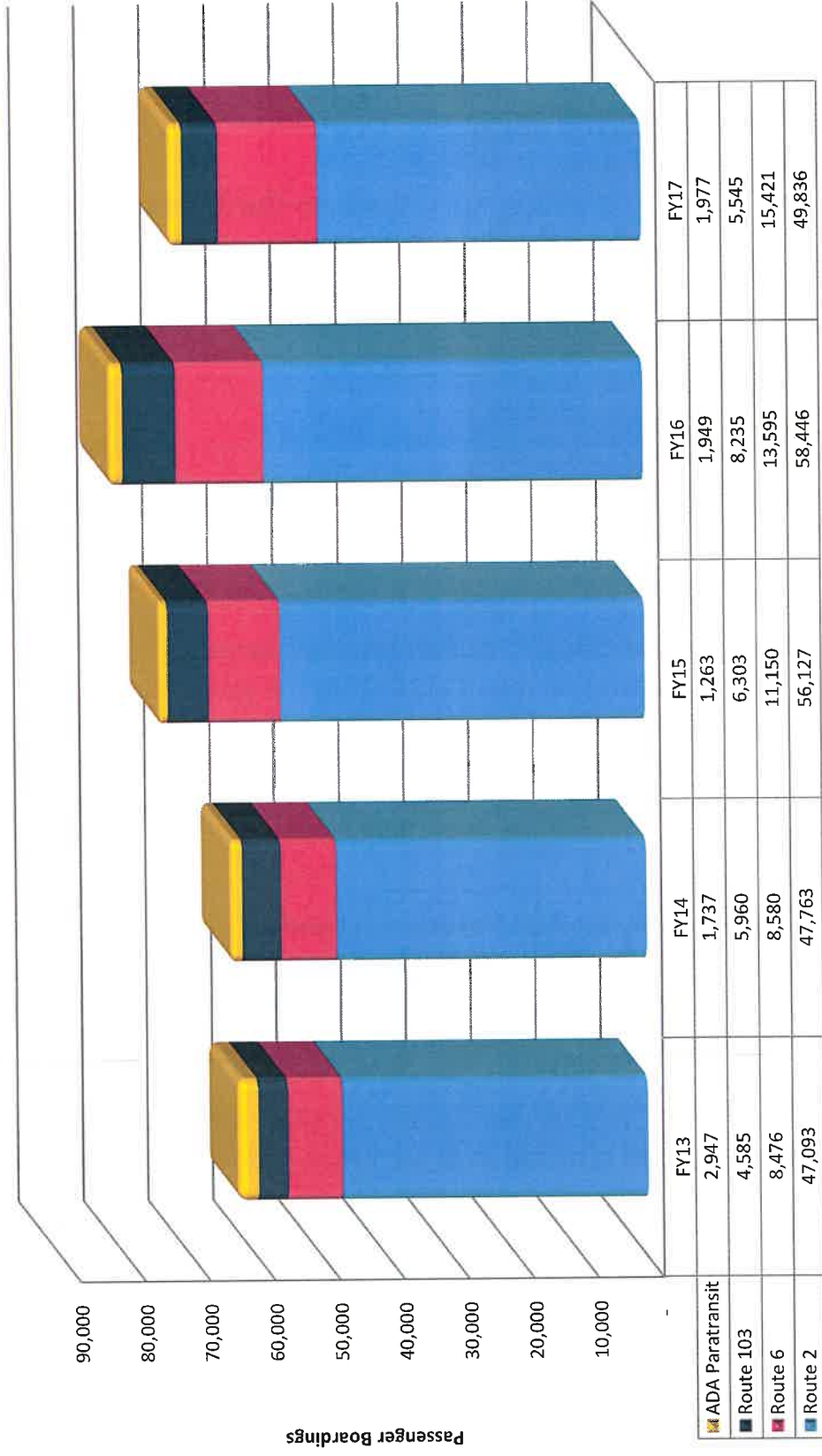
After COAST receives the completed application, we will schedule an in-person interview and orientation at our office in Dover. Transportation to and from the interview is provided at no cost.



When and Where Trips are Available?

Clients can schedule trips between any points within $\frac{3}{4}$ mile of a COAST bus route. There are no restrictions on the type of destination. Trips can be scheduled on the same days and approximate times that the fixed-route bus runs. Depending on the area, there may be no service or limited service on weekends.

COAST Ridership in Rochester (FY13-17)





Approved FY2018 Operating Budget

	Proposed 2018 Budget		Approved 2017 Budget	\$ Difference	%
Revenues					
Fares/Contract Revenue	\$ 795,328	Based on FY17 experience	\$ 893,889	\$ (98,561)	-11.0%
Advertising	\$ 300,000	Based on FY17 experience	\$ 230,000	\$ 70,000	30.4%
Interest & Other Income	\$ 18,000	Interest, Rebates, Asset Sales, Misc. Items	\$ 18,000	\$ -	0.0%
Local Match	\$ 647,788	Projected receipts from Communities & Others for Operating Match	\$ 568,785	\$ 79,003	13.9%
State Funding (NH/ME)	\$ -	Funds from New Hampshire and/or Maine	\$ -	\$ -	0.0%
Federal Funding	\$ 3,121,844	Formula Driven Based on Expenses	\$ 2,006,496	\$ 1,115,348	55.6%
Other State/Local Assistance	\$ 617,929	Local share of Trolley / FastTrans / CMAQ Routes	\$ 1,478,586	\$ (860,657)	-58.2%
Non Cash Contributions	\$ 3,000	Lease @ 6 Summer Dr.	\$ 3,000	\$ -	0.0%
CommuteSMART TMA	\$ 140,000	As per CMAQ Project Budget	\$ 140,000	\$ -	0.0%
ACT / Coordination	\$ 233,634	As per ACT approval	\$ 858,657	\$ (625,023)	-72.8%
Total Revenues	\$ 5,877,523		\$ 6,197,413	\$ (319,890)	-5.2%
Expenses					
Wages	\$ 2,498,800	Based on service level projections & one additional staff position	\$ 2,399,316	\$ 99,484	4.1%
Fringes	\$ 1,279,744	Based on service level projections & renewal expectations	\$ 1,202,013	\$ 77,731	6.5%
Contract Services	\$ 370,175	Based on annualized FY17 experience & known upcoming new contracts	\$ 273,851	\$ 96,324	35.2%
Materials & Supplies	\$ 708,144	Based on annualized FY17 experience	\$ 814,050	\$ (105,906)	-13.0%
Utilities	\$ 88,902	Based on annualized FY17 experience	\$ 69,052	\$ 19,850	28.7%
Insurance	\$ 419,398	Based on FY17 experience & poor commercial vehicle industry experience	\$ 271,347	\$ 148,050	54.6%
Purchased Trans.	\$ -		\$ -	\$ -	0.0%
Misc. Items	\$ 88,044	Based on annualized FY17 experience & continued lease of 6 Summer Drive	\$ 103,027	\$ (14,984)	-14.5%
Planning & Marketing	\$ 100,000	Level	\$ 100,000	\$ -	0.0%
CommuteSMART TMA	\$ 140,000	As per CMAQ Project Budget	\$ 140,000	\$ -	0.0%
ACT / Coordination	\$ 233,634	As per ACT approval	\$ 858,657	\$ (625,023)	-72.8%
Contingency	\$ -	None planned currently	\$ -	\$ -	-
Total Expenses	\$ 5,926,841		\$ 6,231,313	\$ (304,473)	-4.9%
Gain / Loss	\$ (49,318)		\$ (33,900)		
Reserves	\$ 49,318		\$ 33,900		



Approved 5 Year Capital Spending Schedule

Item	#	2018	#	2019	#	2020	#	2021	#	2022
Facility										
Average Annual Facility Investment	\$	315,000	\$	15,000	\$	15,225	\$	15,453	\$	15,685
Facility Master Plan A&E Services	\$	50,000								
Replacement Facility & Vehicle Storage - Multi Year Project	\$	365,000	\$	15,000	\$	5,015,225	\$	15,453	\$	15,685
Revenue Vehicles										
45' Motorcoach (used)	0	\$ -	0	\$ -	2	\$ 45,000	0	\$ -	2	\$ 47,000
40' LF HD Transit Bus	0	\$ -	0	\$ -	4	\$ 1,900,000	0	\$ -	0	\$ -
35' LF HD Transit Bus	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<30' LD Cutaway Bus	4	\$ 325,000	0	\$ -	3	\$ 255,000	0	\$ -	0	\$ -
ADA Accessible Minivan	2	\$ 100,000	0	\$ -	3	\$ 156,000	2	\$ 107,000	0	\$ -
HD Bus Mid-life Refurbishments	0	\$ -	6	\$ 300,000	0	\$ -	3	\$ 180,000	0	\$ -
	\$	425,000	\$	300,000	\$	2,356,000	\$	287,000	\$	47,000
Service Vehicles										
Operation Support Veh.	\$	-	1	\$ 30,000	\$	-	1	\$ 30,000	\$	-
Maint. Support Veh.	\$	-	\$ -	\$ -	\$ -	-	1	\$ 54,000	\$	-
Admin. Veh.	\$	-	\$ -	\$ -	1	\$ 30,000	\$	-	\$	-
	\$	-	\$	30,000	\$	30,000	\$	84,000	\$	-
Equipment (Shop, Office, Ops.)										
Average Annual Equipment Investment	\$	30,000	\$	30,900	\$	31,827	\$	32,782	\$	33,765
Real-Time Bus Information & APC System	\$	280,000								
Traffic Signal Prioritization	D	\$ 385,000	R	\$ 285,000	P	\$ 305,000	S	\$ 295,000	P	\$ 302,700
Increased Technology Needs	\$	93,081	\$	95,873	\$	98,749	\$	101,712	\$	104,763
	\$	788,081	\$	411,773	\$	435,576	\$	429,493	\$	441,228
Amenities (Bus Stops, etc.)										
Average Annual Amenities Investment	\$	47,807	\$	49,241	\$	50,718	\$	52,240	\$	53,807
	\$	47,807	\$	49,241	\$	50,718	\$	52,240	\$	53,807
Total Capital Needs	\$	1,625,887	\$	806,014	\$	7,887,519	\$	868,187	\$	557,720
Federal Share @80%	\$	960,710	\$	644,811	\$	1,495,304	\$	608,949	\$	446,176
Federal Share @ 85%	\$	361,250	\$	-	\$	349,350	\$	90,950	\$	-
State Share @ 10% of Revenue Vehs. Only (when available)	\$	-	\$	-	\$	190,000	\$	-	\$	-
Local Share @ 10% - 20%	\$	303,927	\$	161,203	\$	5,852,865	\$	168,287	\$	111,544



Funding Formula Summary

COAST uses a funding formula to provide an equitable way of determining municipal funding of the regional public transit system. Since COAST's inception the formula has evolved as federal funding sources have come and gone, the census has impacted the region and attempts have been made to refine the formula to provide more equitable assessments.

In 2016 the organization undertook a reassessment of the previously employed formula based on feedback from member communities that had requested such a review. The latest iteration of the formula was developed through a subcommittee of the COAST Board of Directors, presented to interested Town and City Managers for their input, and ultimately approved by the COAST Board on January 25, 2017. The newly approved formula will serve as the basis for COAST's municipal funding requests for our core system (Rtes. 1, 2, 6, 7 & ADA paratransit) starting in the FY18 budget year.

The funding formula is a blended average, by community, of four separate factors that measure the supply and demand of our services in the member communities:

- 1) Weekly demand response (DR) service miles
- 2) DR ridership
- 3) Weekly fixed-route (FR) service miles
- 4) FR ridership

The DR & FR factors are weighted in accordance with the percentage of each service type in the projected budget. The end result is an overall assessment of the financial contribution needed from each community served by COAST.

Additionally, a minimum municipal contribution level was set, at \$20,000. This level was modeled on the minimum contribution level necessary to participate in the NH Municipal Association (NHMA).

Finally, beginning in FY18 a small portion of the request will reflect COAST's ongoing capital needs to match available federal funds at a 80/20 ratio.

Unlike in the past updates to each of the variables is easily accomplished on an annual basis from reliable sources that COAST already had in place.

- 1) Weekly FR Service Miles are a calculation of the scheduled fixed-route service miles in the proposed upcoming FY budget.

- 2) FR Ridership is an estimate of ridership in the previous FY, calculated based on extensive ongoing boarding and alighting surveys taken by COAST staff throughout the year.
- 3) Weekly DR Service Miles is an allocation of miles from the previous FY based on the number of boardings in each community.
- 4) DR Ridership represents the previous FY's boardings by community.

The total amount of municipal funding requested is determined only after considering and applying all other revenue sources against projected expenses in the projected operating budget.



DRAFT 2019 Municipal Funding Formula & Requests

(for the period 10/1/18 - 9/30/19)

Funding Formula

- For regional COAST bus service on Routes 1, 2, 6, 7 & ADA paratransit services for disabled individuals.
- Based on Uneven Blended Averages of Weekly DR/FR Service Miles & DR/FR Ridership.

	Weekly DR Service Miles (4)	Local % of DR Service Miles	DR Ridership (3)	Local % of Total DR Ridership	Weekly FR Service Miles (1)	Local % of Total Service Miles	Fixed-Route Ridership (2)	Local % of Total FR Ridership
Berwick	3.8	0.19	29	0.18	106	1.92	3,270	1.15
Dover	659.1	32.45	5,099	32.06	1,731	31.57	104,018	36.48
Exeter	3.5	0.17	28	0.18	198	3.61	1,498	0.53
Farmington	31.7	1.56	254	1.60	401	7.32	7,733	2.71
Newington	35.4	1.74	269	1.69	224	4.08	26,291	9.22
Newmarket	12.9	0.63	97	0.61	218	3.98	1,379	0.48
Portsmouth	860.6	42.37	6,429	40.42	365	6.66	35,709	12.52
Rochester	250.7	12.34	1,977	12.43	1,233	22.50	65,256	22.89
Somersworth	173.5	8.54	1,722	10.83	1,005	18.34	39,965	14.02
	2,031		15,904		5,482		285,121	

Proposed Funding Shares

	% of Total Budget	FY19 Request Calc	FY18 Request	\$ Change FY18 - FY19	% Change FY18 - FY19	Adjusted FY19 Request (\$)	% Change FY18 - FY19 adj.
Berwick	1.2 \$	7,793 \$	20,000 \$	(12,207)	-61.04%	\$ 12,207	0.00%
Dover	33.6 \$	222,263 \$	198,540 \$	23,723	11.95%	\$ (12,386)	5.71%
Exeter	1.6 \$	10,370 \$	20,000 \$	(9,630)	-48.15%	\$ 9,630	0.00%
Farmington	4.1 \$	27,174 \$	25,427 \$	1,747	6.87%	\$ (1,226)	2.05%
Newington	5.3 \$	35,367 \$	33,573 \$	1,794	5.34%	\$ (1,596)	0.59%
Newmarket	1.8 \$	11,956 \$	20,000 \$	(8,044)	-40.22%	\$ 8,044	0.00%
Portsmouth	18.1 \$	119,574 \$	113,539 \$	6,035	5.32%	\$ (4,394)	1.45%
Rochester	20.0 \$	132,142 \$	118,527 \$	13,615	11.49%	\$ (5,961)	6.46%
Somersworth	14.5 \$	95,714 \$	85,598 \$	10,116	11.82%	\$ (4,318)	6.77%
	100.0 \$	662,354 \$	635,204 \$	27,150 \$	4.27%	(0)	4.27%

Sheet Notes:

1. Scheduled fixed-route service miles only.
2. Represents only those riders who rode COAST's core services in FY17 (Rtes. 1, 2, 6 & 7 trips associated with these routes).
3. Represents ADA ridership by core community from FY17.
4. Allocation of actual weekly service miles from FY17 based on the number of boardings and alightings in each community.
5. DR service factors are weighted to equal the same percentage the service represents as a part of the projected budget (26.6%).
FR service factors are weighted at 73.4%.

NH Peer Support

Warm Lines

Seacoast Consumer Alliance Peer Support Center, Inc. /Tri-City Consumers' Action Co-Operative

Every day, 6:00 PM to 9:00 PM
1-800-809-6262

Stepping Stone, Claremont, NH

Every day, 5:00 PM to 10:00 PM
1-888-582-0920

Cornerbridge, Laconia, NH

Every day, 5:00 PM to 10:00 PM
1-800-306-4334

Alternative Life Center, Conway, NH

Every day, 5:00 PM to 10:00 PM
1-866-447-1765

Monadnock Area Peer Support, Keene, NH

Every day, 5:00 PM to 10:00 PM
1-866-352-5093

Open House

Members, board members and the community are welcome to our Open House in the fall.

Our Annual Meeting

Is held in October to nominate and vote on new board members.

Monthly Board Meetings

Members are welcome to attend our board meetings. For more information on all these events call 948-1036 or 948-1043.

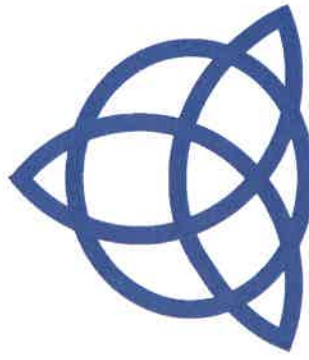
Mail to:

Tri-City Consumers' Action Co-Operative
55 Summer Street
Rochester NH 03867



Tri-City Consumers' Action Co-Operative is a 501(c) (3) non-profit organization and donations are tax-deductible. 7/2013

Tri-City Consumers' Action Co-Operative



**TRI-CITY CONSUMERS'
ACTION CO-OPERATIVE**

Tri-City Co-Op

A Peer Support Agency

Providing a non-medical approach to mental health wellness & recovery for adults eighteen (18) years and older who reside in Strafford County

Monday-Friday: 8:30 AM – 4:30 PM
Saturday: 8:30 AM – 12:30 PM

55 Summer Street
Rochester, NH 03867
(603) 948-1036
(603) 948-1043

FAX: (603) 948-1047
tricitycoop@metrocast.net
www.tricitycoop.org

Mission Statement

We are dedicated to providing an alternative, non-medical approach to wellness and recovery. We offer a non-judgmental, non-critical, safe, supportive and educational environment for individuals struggling and recovering with a variety of mental health issues. Staff and members share leadership and decision making.

This agency is a place where people practice relational skills, patience, respect and tolerance for diversity. Members learn to see themselves as citizens of the greater community. Members must be 18 years old and older.

Intentional Peer Support

We use Intentional Peer Support (IPS), developed by Shery Mead, MSW, to help members grow in relation to each other by practicing four tasks: connection, worldview, mutuality and moving towards. We expect members to espouse values and demonstrate competencies. Staff incorporates IPS under different names into weekly groups.

Newsletter Requests for Submission

Please make your submission by mid-month for inclusion in the next issue:

- Article or essay
- Book review or movie review
- Quote
- Recipe
- Poem

Daily Education

Sign up for our monthly newsletter and calendar. Each calendar contains a selection of programs, such as...

- Challenging perceived self-limitations;
- Developing different roles and levels of leadership;
- Moving toward goals;
- Sharing decision-making;
- Developing beliefs that enhance growth;
- Speaking words of affirmation;
- Risking new behaviors in order to recover and grow;
- Creating a wellness recovery action plan;
- Advocating for yourself;
- Focusing on outcomes;
- Honoring each other's truth;
- Eating in versus eating out; and
- Creating art as a way to recover.
- Wellness, Recovery Action Plan
- Summer Gardening
- Hiking/Outings

An Adult Education Wellness Center.

All services provided by the Co-Op are free of charge.

Want to Learn More About Us?

Name

Mailing Address

City, State, Zip Code

Phone

E - Mail Address

Date of Birth

Programming Interests?

- ☐ Communication & Interpersonal Skills
- ☐ Goal Setting & Personal Growth
- ☐ Life Skills (e.g., Budgeting, Shopping, Cooking, etc.)
- ☐ Nutrition & Exercise
- ☐ Education about Recovery & Wellness
- ☐ Art as Recovery
- ☐ Computer Literacy & Internet Skills
- ☐ Specific program interest?

Call us at 948-1036 or return this section to Tri-City Consumers' Action Co-Operative, 55 Summer Street, Rochester, NH 03867. We'll contact you, invite you to visit us and give you a tour. We hope you decide to join our community.