



STAFF REPORT  
*Public Hearing 1-24-17*

AGENDA ITEM #: 17-03  
COUNCIL MTG OF: January 3, 2017  
FROM: Dave Caron, Town Administrator  
OFFERED BY: Planning Department  
PREPARED BY: George Sioras, Planning Director  
SUBJECT: Community Development Block Grant, Frost Residents Manufactured Housing Cooperative

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**INTRODUCTION:** The Frost Residents Manufacturing Housing Cooperative is applying to the NH Community Development Finance Authority for a Community Development Block Grant for \$500,000 for Infrastructure improvements. The Town of the Derry as the municipality has to apply for the funds to the NHCDFFA and the Town Council is being requested to approve the Community Development Block Grant application. The Park would like to connect to the town's water and sewer systems now that the Town has extended the lines along Route 28 in front of the Park.

**TOWN ADMINISTRATOR COMMENTS:** *It is recommended that the Town Council schedule a public hearing on this matter for the January 17, 2017 meeting.*

**BACKGROUND:** Frost Residents, a cooperatively owned manufacturing housing park located at 139 Rockingham Road (across from the Robert Frost Museum), has been working with the New Hampshire Community Development Finance Authority (CDFFA) to apply for up to \$500,000 in CDBG funds to be used toward financing the interconnection of the park to the municipal water and sewer system. The park's aging utilities infrastructure dates back to the 1960s. Now that town water and sewer has been built along this portion of Rockingham Road (Route 28) the park would like to connect into the system. Frost Residents Cooperative is a 30 unit manufactured housing park. The majority of the residences are low and moderate income households.

Community Development Block Grant (CDBG) funds are available to municipalities through the New Hampshire CDFFA. Up to \$500,000 annually is available for public facility, housing projects, and emergency activities that directly benefit low and moderate income persons. This project conforms with Derry's Housing and Community Development Plan's goal of public and private water and wastewater systems that are safe, sanitary and meet the NH Department of Environmental Service regulations. The Park has been working with town staff, CDFFA, and a civil engineering consultant as part of the \$12,000 Planning Feasibility grant the town and park was awarded previously in April 2014 with the hope to seek funding in this round and meet the application of January 30, 2017 to the CDFFA. Donna Lane, a grant administrator who has worked previously on block grant applications for the town at other Derry manufacturing parks, will be putting the grant application together and working on behalf of the Frost Residents

Cooperative. Please note that only a municipality can request the CDBG funds. As part of the application a Residential Antidisplacement and Relocation Assistance Plan and the Housing and Community Development Plan is required to be voted upon to meet the criteria of the CDBG program.

DISCUSSION: The Park has an aging utility system that needs to be replaced. The NHCDFA grant program and funding is specifically set up to help Manufacturing Housing Park Cooperatives rebuild their infrastructure.

FISCAL IMPACT: There is not a cost to the Town of Derry. Similar to the administration of our Public Health grants, the Town becomes the fiscal agent for the grant, necessitating some limited administration by the Finance Department during the life of the project.

**ACTION BY TOWN COUNCIL AFTER THE PUBLIC HEARING:**

RECOMMENDED ACTION BY COUNCIL: Staff recommends that the Town Council approve the CDGB application of up to \$500,000 for the Frost Residents Manufactured Housing Cooperative and submit the application to the New Hampshire Community Development Finance Authority to assist the Park on rebuilding its utility infrastructure.

RECOMMENDED MOTION: I MOVE THAT THE TOWN COUNCIL vote to adopt and approve-

1. The Residential Antidisplacement and Relocation Assistance Plan.
2. The updated 2017 Housing and Community Development Plan.

RECOMMENDED MOTION: I MOVE THAT THE TOWN COUNCIL vote to approve the submittal of the Frost Residents Cooperative Infrastructure Improvements application and vote to authorize the Town Administrator to sign and submit the application, and any amendments thereto, and upon approval of the CDBG application, authorize the Town Administrator to execute any documents which may be necessary to effectuate the CDBG contract on behalf of the Frost Residents Cooperative Manufactured Housing Cooperative.

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