

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**MINUTES OF
OCTOBER 23, 2013**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on October 23, 2013, in the Second Floor Conference Room, City Hall, 41 Green Street.

Present at the meeting were City Councilor Allen Bennett, City Councilor Liz Blanchard, City Councilor Jennifer Kretovic, City Councilor Amanda Grady-Sexton, Nadine Salley, Janet Sprague, and Michael Gfroerer. Director of Redevelopment Matt Walsh was also present.

Absent were Chair Jeff Bart and City Councilor Mark Coen. Whitney Flanders attended as a guest of Councilor Grady-Sexton.

Allen Bennett chaired the meeting due to the absence of the Chair.

At 12:10PM., the Chair called the meeting to order.

1. Minutes of April 13, 2013: The minutes were approved as presented.

2. Revolving Loan Fund:

- a. Elliot Street Private Sewer:** Mr. Walsh briefly reviewed the staff report dated October 18, 2013. He reported that there are four homes located on Elliot Street served by a private sewer main. In September the sewer main failed. Upon investigation, it was determined the failure was attributable to root infiltration in the main. Mr. Walsh reported that the homes and associated sewer were constructed in the 1890s. He also noted that the main is poorly documented; specifically there are no known plans / drawings for this main. In addition, there are no easements on record for the sewer.

Mr. Walsh reported that the four affected property owners have joined forces to have the line repaired, as well as to have the proper easement documents created for the main. The estimated cost of the project is approximately \$34,760. Repairs would include cleaning and lining the existing main and related service connections.

Mr. Walsh reviewed the financials of each applicant. He noted that some of the applicants did not meet the City's Revolving Loan Fund Program requirements, as their household income exceeded limits for participation in the program. However, he noted that due to the uniqueness of this situation, allowing all four property owners to utilize the Revolving Loan Fund program was appropriate.

After additional discussion, Councilor Kretovic moved and Councilor Grady-Sexton seconded, a motion to approve loans for each homeowner as follows:

- Supry / 7 Elliot Street: Loan Amount of \$8,690. No monthly payments shall be required. Rather, repayment shall be fully deferred until such time as the applicant sells or otherwise conveys her property to a third party. Funds shall be loaned at 3%; however, interest would only be charged for the first five (5) years of the loan. Should the property be sold prior to expiration of the five (5) year period; the amount of interest owed would be prorated accordingly. If the loan is repaid after the five (5) year period, no additional interest would be charged.
- Pilsbury / #9 Elliot Street: Loan amount of \$8,915 with a term of 10 years at 3% interest.
- Stiles / #11 Elliot Street: Loan amount of \$8,915 with a term of 15 years at 3% interest.
- Dubois / 13 Elliot Street: Loan amount \$8,915 with a term of 10 years at 3% interest.

- b. **Armano Loan:** Mr. Walsh briefly reviewed this loan. He reminded the Committee that Mr. Armano lost the property due to foreclosure and sale by another lender which had priority in the chain of title over the City.

Mr. Walsh referenced a memorandum from the Legal Department recommending that the loan be discharged and written off.

Motion: Michael Gfroerer moved that the City discharge the loan and write off the outstanding balance. Nadine Salley seconded. Motion carried unanimously.

- c. **Account Balance Report:** Mr. Walsh briefly reviewed the account balance report. He noted that the City recently upgraded its software program for the loan program and that staff was in the process of auditing each loan to ensure current balances are correct.

3. Community Development Block Grants (CDBG)

- a. **Boys & Girls Club (\$500,000):** Mr. Walsh provided a brief update. He noted that approximately half of the total grant funds have been spent to date. The CDBG funds are being used to purchase furnishings and equipment for the new facility.
- b. **Merrimack Valley Day Care (\$12,000):** Mr. Walsh reported that MVDC has hired a local architect and the project is underway.
- c. **July 2013 CDBG Round Awards:** Mr. Walsh noted that the NH Community Development Finance Authority awarded the July round of CDBG applications on October 17, 2013. He reported that none of the City's applications were funded. However, it is anticipated that some projects which received CDBG funds will likely not move forward as they will not receive other funds from the NH Housing Finance Authority (NHHFA) unrelated to

the CDBG program. NHHFA is scheduled to announce its funding awards later in October. Staff will keep CDAC informed about the status of the City's applications following the NHHFA announcements.

- d. Discussion of January CDBG Application Round:** Mr. Walsh noted that the next round for CDBG funds will be in late January. He inquired as to whether CDAC would like to undertake the customary CDBG Request for Proposals (RFP) process employed by the City in the past to select projects. After discussion, it was the consensus of CDAC to undertake the normal RFP process. It was also agreed that CDAC would meet on November 22nd at 11:30AM to review the proposals and make a selection.
- 4. Other Business:** None.
- 5. Adjournment:** The meeting adjourned at 12:40PM.

Respectfully Submitted,

Matthew R. Walsh
Director of Redevelopment, Downtown Services, and Special Projects