

CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF
June 25, 2014

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on June 25, 2014, in the Second Floor Conference Room, City Hall, 41 Green Street.

Present at the meeting were Chair Jeff Bart, City Councilor Mark Coen, City Councilor Allan Herschlag, Michael Gfroerer, and City Councilor Keith Nyhan, Janet Sprague, City Councilor Byron Champlin. Director of Redevelopment Matt Walsh and Administrative Assistant Donna Muir were also present.

Nadine Salley and City Councilor Brent Todd were absent.

Guests present were Donna Lane, the City's Community Development Block Grant (CDBG) Consultant, Julie Sackett, Director of the Head Start Program, and Doma Watson, Community Action Program Facilities Manager At 12:05 PM., the Chair called the meeting to order.

1. **Minutes of May 28, 2014:** The Chair asked that the minutes be reviewed and approved. Councilor Nyhan moved to accept the minutes as presented; Councilor Coen seconded the motion. Motion passed unanimously.
2. **Applications:**

Revolving Loan Program: Belknap-Merrimack County Community Action Program:

Mr. Walsh explained that the Belknap-Merrimack County Community Action Program (CAP) is seeking a \$60,000 Revolving Fund Loan, amortized over 20 years at a 3% fixed interest rate, to complete renovations of their Head Start facility located at 67 Old Loudon Road. If approved, the funds will specifically be used for sprinkler / fire suppression improvements, which will allow expansion of the Head Start program. Mr. Walsh iterated that in April 2014, CAP was awarded \$190,000 in Community Development Block Grant (CDBG) funds to support renovations at the Head Start facility. The bids for this project came in higher than the initial estimate, and as a result, CAP is seeking a loan of up to \$60,000 to provide gap financing to complete the project.

Mr. Walsh reviewed CAP's assets and current liabilities. He noted that CAP is a well-known, long-standing nonprofit serving low and moderate income persons. CAP has a Revolving Fund Loan with the City, which was approved in March 2007, which is in good standing. The Head Start property at 67 Old Loudon Road will be used to secure this loan.

The Chair invited the Belknap-Merrimack County Community Action Program representatives Julie Sackett and Doma Watson and Donna Lane, the City's CDBG Grant Consultant to provide additional information to the membership.

Ms. Sackett stated that CAP is looking forward to the installation of the sprinkler system to enable Head Start to increase the number of children served.

Mr. Watson explained that the bids received were higher than the original estimate due to the additional site work needed to connect to the water main and electrical service outside the building, as well as an exterior door for the new pump room. He stated an architect has also been hired for the project.

The Committee discussed the following items:

- Whether the project should be rebid – Ms. Lane explained that the bid notice had been distributed widely and didn't believe that additional proposals would be received which would result in any significant savings.
- Whether the City would be able to do the water main work at a better rate – Mr. Walsh explained that the City does not work on private property due to a variety of legal reasons. He also noted that the summer months are the busy season for General Service's staff and would not be readily available for this project (legal concerns aside).
- What would CAP do if the loan was not approved – Ms. Sackett responded that they would try to find other funding for the project

MOTION: Councilor Champlin moved to approve CAP's application for a Revolving Fund Loan of up to \$60,000 at 3% interest, for a term of 20 years, for the sprinkler system at the Head Start facility at 67 Old Loudon Road; Councilor Nyhan seconded the motion. Motion passed unanimously.

Emergency Grant Program: Code Enforcement Request:

Mr. Walsh explained that the City's Housing Inspector asked if CDAC would consider an emergency grant from the Revolving Loan Fund's Emergency Grant program to assist in the clean-up of a property which has been cited for the accumulation of rubbish and junk. The funds would be used to hire a dumpster and workers to remove the debris from the property.

Mr. Walsh had concerns that the use of the Revolving Loan Fund for this purpose could set precedent, as, historically, the program has only been used for emergency life safety improvements to residential properties occupied by destitute owners. CDAC discussed alternatives for the property owners.

CDAC members reached consensus that they would not act upon this request from the Housing Inspector, for the following reasons:

- Issues regarding Code enforcement should go through the appropriate channels
- If the offending party has hoarder tendencies, it is likely that cleanup of the lot by the City would only temporarily solve the issue. Concerns about the appropriateness of this proposed use of the Emergency Grant Program based upon past practices.
- The property owners are unaware that Code had reached out to CDAC for these funds

CDAC members were also in consensus that they would revisit this if the property owners themselves applied for assistance.

3. Program Income Re-Use Plan (PIRP) Revision Discussions:

Mr. Walsh informed CDAC that City staff has begun a comprehensive review of the PIRP, loan applications, and loan guidelines to bring these documents in line with the new software program being utilized for the Revolving Loan Fund as well as current lending practices. Various commercial lenders are being contacted for

sample lending documents. Mr. Walsh estimates that the revised PIRP will be available for CDAC's review in the early fall.

4. Revolving Loan Fund Account Balances Report:

Ms. Muir review the status of the Revolving Loan Fund program and discussion ensued regarding the delinquent accounts.

5. Community Development Block Grant Updates:

Mr. Walsh provided a brief overview of the current Community Development Block Grant grants, including the Concord Boys and Girls Club, the Belknap-Merrimack County CAP – Head Start Program, The Children's Place and Parent Education Center, and NAMI NH.

6. Adjournment: The meeting adjourned at 12:50 p.m.

Respectfully Submitted,

Donna Muir
Administrative Assistant