

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF
September 24, 2014**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on September 24, 2014, in the Second Floor Conference Room, City Hall, 41 Green Street.

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

Councilor Keith Nyhan and Councilor Brent Todd were absent.

1. Minutes of August 27, 2014: The Chair asked that the minutes be reviewed and approved. Ms. Salley noted the following changes:

- 1st page, item # 2, 4th paragraph – Principle should be principal
- 2nd page, 1st bullet – the word “would” in the middle of the bullet should be removed
- 2nd page, 1st bullet – add the word “additional” before “collateral to secure the loan.”
- 2nd page, 6th bullet – add “on the Northwood property” after “Line of Credit mortgage.”
- 2nd page, 7th bullet – delete “an additional insured”

Mr. Gfroerer moved to accept the minutes as corrected; Councilor Coen seconded the motion. Motion passed unanimously.

2. Change date/time of future CDAC meetings:

The Committee discussed various dates and times that may work better for other members, who are unable to attend due to work commitments. The consensus was that the meeting date and time would remain as is and Mr. Walsh would talk with the City Manager to see if there was an issue with this member not being able to attend, as he works out of town.

3. Revolving Loan Fund:

Ms. Muir provided an overview of the status of the Revolving Loan Fund Program and responded to questions from CDAC members relative to current loans.

4. Community Development Block Grant Program Updates:

Mr. Walsh provided CDAC with the following updates on the City’s CDBG program:

- Belknap-Merrimack County CAP Head Start: Subordination agreement issues continue with this grantee. Consequently, the NH Community Development Finance Authority’s 90-day approval period for this grant may need to be extended.
- The Children’s Place and Parent Education Center: The City has received the signed mortgage deed and subordination agreement. The mortgage deed has been recorded at the Registry of Deeds.
- NAMI NH: They are moving forward with the selection of an architect for the proposed renovations

- Independent Living Concord: The Community Development Block Grant application was filed in July. A decision is anticipated in October.

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

Mr. Walsh stated that City staff completed the first draft of a comprehensive rewrite of the PIRP and the loan guidelines and reviewed the changes that had been made to the PIRP by City staff, to include the following:

- Interest is now being computed as simple daily interest instead of loans being amortized.
- Requiring a minimum credit score of 620 unless waived by CDAC.
- Five percent late fee now automatic versus at the discretion of CDAC.
- Subordination will be optional based on the borrower's financial and payment history.
- CDAC's discretion to waive any portion of the PIRP requirements.
- Emergency grants are now considered deferred loans, with mortgage liens placed on the property.
- Setting the interest rate is more flexible and removes the ceiling and cap which was tied to the Wall Street Journal prime.
- Economic Development loans have a \$250,000 maximum loan amount; can be used for renovation including the removal of slums and blight; and the federal maximum for job creation is up from \$20,000 to \$35,000 per job created.
- The rewrite cleaned up the document, removed duplicate language, and created a more user-friendly document.

CDAC began a page-by-page review of the revised PIRP. Upon additional consideration, CDAC asked that a subcommittee consisting of Nadine Salley, Matt Walsh, and Donna Muir be formed to review the proposed changes. CDAC shall resume its review of the proposed changes once the subcommittee completes its work.

6. Adjournment: The meeting adjourned at 1:10 p.m.

Respectfully Submitted,

Donna Muir
Administrative Assistant