

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF APRIL 22, 2015**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on April 22, 2015, in the Second Floor Conference Room, City Hall, 41 Green Street.

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

Michael Gfroerer and Councilor Brent Todd were absent.

1. **Minutes of September 24, 2014:** The Chair asked that the minutes be reviewed and approved. Ms. Salley moved to accept the minutes as corrected; Councilor Champlin seconded the motion. Motion passed unanimously.
2. **Program Income Re-Use Plan (PIRP) and Application Revisions:** Mr. Walsh explained that the review of the PIRP and all other applicable Revolving Loan Fund documents began in September 2014. CDAC created a subcommittee, consisting of Ms. Salley, Ms. Muir, and him, to review the loan guidelines, brochure, application, and income eligibility form, and to report back to CDAC for final review and recommendation.

The subcommittee worked to make the documents more user friendly and better organized, to make all the documents consistent with each other and with the GMS Revolving Loan Software program, and to incorporate applicable best practices of the lending industry. Mr. Walsh thanked Ms. Salley for her time and expertise.

The major changes / additions to the PIRP and other documents were reviewed and discussed by CDAC. Some of the discussion included the following:

- Income eligibility vs. application income
- Marketing of the Revolving Loan Fund program
- Economic Development Loans
- Emergency Grant procedures

Councilor Nyhan moved to recommend that City Council adopt the revised Program Income Re-Use Plan (PIRP). The motion was seconded by Councilor Champlin. Motion carried unanimously.

3. Revolving Loan Fund Program:

- a. Ms. Muir reviewed and discussed the Revolving Loan Fund with CDAC, which included updates on the following items:
 - Revolving Loan Fund balances for both the loan and emergency grant funds
 - Out of 30 active loans, one loan remains delinquent, one loan was suspended by CDAC
 - Automatic Clearing House (“ACH”) payments program was instituted in January 2015 and four RLF clients have elected to be part of the program, which automatically deducts their loan payments from their bank accounts

b. Revolving Loan # 771, John & Karen Duncan, 12 Flume Street – Write Off Request:

Ms. Muir explained that the Duncan's received a loan in May 2010, in the amount of \$18,110.00 to make repairs to their 12 Flume Street property. The loan was a 10-year loan at 3 percent interest. Two monthly payments were made on the loan. Mr. Duncan filed a bankruptcy in October 2010; however the filing excluded his wife or the City's RLF loan. It was determined that the bankruptcy was going to be amended to include the City's RLF loan. On July 31, 2014, a foreclosure deed was recorded in the Merrimack County Registry of Deeds for the property. The foreclosure did not result in surplus funds and therefore, the City's mortgage lien was extinguished. The City is requesting that CDAC authorize the write-off of the loan effective July 31, 2014. The write-off balance, including unpaid principal (\$17,832.98) and accrued interest (\$2,232.09), totals \$20,065.07.

Councilor Nyhan moved that the City discharge the loan and write off the outstanding balance. Ms. Salley seconded the motion. Motion carried unanimously.

- 4. CDBG Application – Merrimack Valley Day Care:** Mr. Walsh provided an overview of the CDBG grant application process for the July 2015 grant round. He explained that Donna Lane, the City's Grant Consultant, would not be at the meeting due to a miscommunication. The only grant applicant, Merrimack Valley Day Care (MVDC) is applying for approximately \$300,000.00 in CDBG grant funding, to upgrade their Fruit Street facility. In 2014, MVDC received a CDBG grant to complete a feasibility study of the property and have since completed several of the smaller items that were listed in the feasibility study, by obtaining other grants. With the CDBG grant, they are looking to have their roof replaced, the boiler system replaced, improve drainage, and install a sprinkler system. Mr. Walsh stated that MVDC has a 40-50 percent match.

CDAC members discussed whether or not it would be feasible for MVDC to build a new facility instead of rehabilitating their current facility. Discussion ensued as to whether it was CDAC's role to request that an applicant change their application, and whether MVDC would be open to discussion regarding a new facility. Mr. Walsh stated that he would broach the subject with MVDC, but felt that CDAC should move to act on the application at hand.

Councilor Nyhan moved to recommend that City Council authorize the City to apply for CDBG grant funding for up to \$500,000.00, on behalf of Merrimack Valley Day Care for repairs to their Fruit Street property. Councilor Champlin seconded the motion. Motion carried unanimously.

5. 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: The sprinkler system is in and work continues on the alarm connection and the cleanup of the waterline area. The project should be completed within a few weeks.
- The Children's Place and Parent Education Center: The roof was re-shingled; the work on the roof was done on the weekend so as not to disturb childcare hours. The Center will close in May for the interior renovation work to be completed. The project should be completed in early June.
- NAMI NH: The meeting room addition is under construction, with sheetrock being installed. Construction should be complete within six weeks.
- Independent Living Concord: CDBG funding was approved for this project; however, due to issues with Medicare/Medicaid, the project was not able to move forward and the grant was withdrawn.

6. Adjournment: The meeting adjourned at 12:25 p.m.

Respectfully Submitted,

Donna Muir
Administrative Assistant

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