



CITY OF CONCORD

NEW HAMPSHIRE

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COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES

July 25, 2012

The meeting was convened at 12:05 P.M. in the Second Floor Conference Room, City Hall, 41 Green Street, Concord, NH 03301.

Present: Jeff Bart, Allen Bennett, Mark Coen, Michael Gfroerer, Jennifer Kretovic, and Amanda Grady Sexton (via speaker phone for loan request item only)

Absent: Elizabeth Blanchard, Leo Fraser, Nadine Salley, and Janet Sprague

Guest: Mary Jane Wallner, Executive Director, Merrimack Valley Day Care

Staff: Matt Walsh, Assistant for Special Projects
Bev Rafferty, Administrative Assistant

As there was no quorum present for today's meeting, action on the minutes of the May 23rd and July 16, 2012 meetings will be postponed until the August 22, 2012 meeting.

Chairperson Bart asked staff to report on the loan program updates.

3. Revolving Loan Fund:

Bev Rafferty provided CDAC with updates on the outstanding loans and specifically a few of the loans that are in arrears. Ms. Rafferty will continue to follow-up on the loans in arrears and report back to CDAC next month.

One new loan request had been received from Merrimack Valley Day Care (MVDC) for \$23,000 for replacement of Kalwall windows, construction of a new attic entrance, and various improvements to the Infant Room at the North Fruit Street location. Mary Jane Wallner, Executive Director of the MVDC, was present to answer any questions.

Matt Walsh informed CDAC that the day care had requested a \$23,000 loan at 2-1/2% interest for a five (5) year term with no pre-payment penalty. There is no debt on the property that would be held for collateral.

Because only five members of CDAC were present, there was no quorum but when asked if this request could be held off until the August meeting, Ms. Wallner explained that the workers are already lined to begin working this week and she explained that because of the time of year, she has a temporary alternative space to put the infants while the work is being done. However, in a few weeks, this temporary space would be not available to them so the work must be done as quickly as possible.

There was some discussion about holding a conference call on Friday so a quorum of CDAC members would be available but that would require posting a meeting notice and where the five members present were of the consensus to approve this loan request, Jennifer Kretovic

called Amanda Grady Sexton on speaker phone in order to take the vote. With Ms. Sexton's presence via speaker phone, a quorum was present.

Allen Bennett made a motion to approve the \$23,000 loan at 2-1/2% interest for a five year term; seconded by Jennifer Kretovic; motion passed unanimously. Staff will prepare the necessary documents and process a check for MVDC as quickly as possible.

Feasibility Study Grant Request for Merrimack Valley Day Care: At this time Matt Walsh asked Ms. Wallner if, due to the award of a recent \$15,000 NH Charitable Foundation grant and approval of the loan today, did she wish the city to still pursue a grant application in October for a \$12,000 Feasibility Study to hire an engineer and/or architect to determine what, if any, other work needs to be accomplished at the day care's facilities in Concord (Jennings Drive, North Fruit Street, Eagles Bluff, and the State Office Park South campus) or would the work being accomplished now be sufficient.

Ms. Wallner noted there is considerable work to be done. The Eagles Bluff and Merrimack County Nursing Home facility in Boscawen are fairly new and the Jennings Drive facility is owned by the Concord Housing Authority. The NH Hospital facility needs tremendous work but is owned by the State.

Mr. Walsh explained that this grant could hire an architect to identify current deficiencies and estimate costs to make repairs and renovations. Mark Coen inquired if the North Fruit Street property is the ideal site for the day care. Could they find a better property? Ms. Wallner noted that MVDC had contemplated relocating in the past, but the notion had not progressed past conceptual conversations.

Mr. Walsh noted that CDAC had already authorized staff to proceed with a grant application (March 28, 2012) so if MVDC wished to pursue the grant, staff would begin preparation to go before City Council, etc. Ms. Wallner informed CDAC she would like the city to pursue this grant for the day care. Staff will proceed. *(Ms. Wallner left the meeting at this time.)*

2. Community Development Block Grants:

At this time Chairperson Bart asked staff to update CDAC on the Community Development Block Grants (item 2 on the agenda).

Matt Walsh noted that the Friendly Kitchen is under construction, concrete has been poured and an opening date in November is planned. He noted that the project is on schedule.

The Boys & Girls Club grant application is being done by Consultant Donna Lane with a filing date of July 30th. This is a \$500,000 grant for the Kimball Park facility. The grant will cover furnishings/equipment so no Davis-Bacon will apply to this grant.

Fisherville Cooperative 107 update: Mr. Walsh reported that bids came in June 29th and they were lower than expected. Therefore, the Co-op is going to do both the water and sewer line replacement all at once. Matt Walsh noted that the Co-op is taking out additional loan monies from the NH Community Loan Fund in order to do both water and sewer projects. He reported that the Loan Fund would like the city to subordinate its two existing mortgages (the \$375,000 grant and the \$200,000 loan) to the new \$600,000 loan they will be giving the Co-op. Mr. Walsh informed CDAC that he was uncomfortable with this subordination of debt

to the \$600,000 loan. He suggested keeping the subordination of the \$375,000 grant and the \$100,000 portion of the new loans but not the \$600,000. He also informed CDAC that the Loan Fund loan was at 8% interest.

The five members of CDAC present agreed with Mr. Walsh's recommendation; the city will subordinate the \$375,000 block grant and \$100,000 of the new loan but not the entire new loan amount of \$600,000. Mr. Walsh will contact the Community Loan Fund and make arrangements for the necessary documents to be prepared and executed.

4. Other Business:

August meeting: It was discussed that, unless something comes up for the CDAC to address in August, there would not be an August meeting. Staff will send out a meeting cancellation notice next month if this is the case.

CAT bus shelter: Jennifer Kretovic informed CDAC that the TPAC (Transportation Policy Advisory Committee) approved a Concord Area Transit (CAT) bus shelter for the new Friendly Kitchen location.

Other: Ms. Kretovic also informed CDAC that the Pedestrian group is working with the State regarding a crossing on Ferry Street to I-393. She mentioned Horseshoe Pond and legal access at Ferry Street. Mr. Coen inquired if this access would be maintained by the city. Ms. Kretovic responded that she believes that would be the case as the State does not own any sidewalk plows.

5. Adjournment:

There being no other business brought before CDAC, and upon a motion duly made and seconded, with unanimous approval, the meeting adjourned at 12:50 P.M.

Respectfully Submitted,

Beverly A. Rafferty
Administrative Assistant