## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES March 28, 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, Elizabeth Blanchard, Mark Coen, Leo Fraser, Jennifer Kretovic, Nadine Salley, Amanda Grady Sexton, and Janet Sprague

Absent: Michael Gfroerer

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

Guests: Page Cannon, Executive Director, and Julie Mercier, Director of Operations, representing Fellowship Housing Opportunities;

MaryAnn Barter, Health & Nutrition Coordinator, representing Merrimack Valley Day Care; Chris Emond, Executive Director, representing Concord Boys & Girls Club; and Ben Leubsdorf, Reporter for the Concord Monitor

- 1. <u>Minutes of March 14, 2012 special CDAC meeting will be presented at the April 25, 2012 meeting NO ACTION TAKEN</u>
  - 2. <u>Verbal update on the Right-to-Know issues:</u>

Matt Walsh gave a brief review of the right-to-know issues discussed at the March 14, 2012 CDAC meeting. Mr. Walsh reported that he had recently met with City Solicitor James Kennedy to discuss those issues. Due to scheduling, Mr. Kennedy will be unable to meet with CDAC directly until the CDAC May meeting. However, in the meantime, Mr. Walsh wanted to provide an overview of his conversations.

In summary, Mr. Walsh recommended that CDAC implement the following protocols:

- (1) Emergency Grant Requests will no longer be handled through e-mail. Instead, CDAC will have to convene a conference call which would need to be properly noticed and made open to the general public for listening purposes. Given the urgent nature of emergency grants, Mr. Walsh suggested that CDAC grant staff (i.e. the City Manager or his designee) the authority to review and award emergency grants up to \$5,000. This would allow the City to expediently respond to emergency situations;
- (2) Loan requests should be handled in a non-public session of CDAC in accordance with RSA 91-A given the sensitive financial and personal information of the applicants. CDAC may invite the applicant to participate in the non-public session. Once deliberations are completed CDAC would exit the non-public session and take action on the request;
- (3) **Community Development Block Grant requests** should also be handled in a non-public session, however, the three applicants coming before CDAC today will not be providing any confidential data so Chairperson Bart noted if the applicants wished to stay for the enter meeting, they would be welcome to do so.

It was noted that minutes of the non-public session would be sealed after proper motion and action was taken.

Chairperson Bart noted that CDAC is the only committee authorized to make loans without City Council approval. CDAC is unique in that respect.

After additional discussion, it was the consensus of CDAC to implement the procedures as recommended by Mr. Walsh. Further, CDAC asked Mr. Walsh to draft a proposed amendment to the Program Income Reuse Plan ("PIRP") for CDAC to review and consider at its April meeting concerning staff review and approval of Emergency Grant applications.

At this time, Matt Walsh indicated staff had an item to discuss with CDAC regarding a loan matter. Jennifer Kretovic made a motion that CDAC enter into a non-public session; seconded by Amanda Grady Sexton; and motion passed unanimously. However, it was pointed out that new rules require a roll call vote for a committee to enter into non-public sessions, therefore, a roll call vote was taken and the votes were accordingly: Jeff Bart, yes; Allen Bennett, yes; Elizabeth Blanchard, yes; Mark Coen, yes; Leo Fraser, yes; Amanda Grady Sexton, yes; Jennifer Kretovic, yes; Nadine Salley, yes, and Janet Sprague, yes. Vote was unanimous.

CDAC entered non-public session at 12:20 PM.

CDAC adjourned from the non-public session at 12:30 PM. A motion to seal the minutes was duly made, seconded, and approved unanimously.

## 3. <u>July 2012 CDBG Application Proposals:</u>

**Fellowship Housing Opportunities (FHO):** Page Cannon, Executive Director, gave a brief history of Fellowship Housing and overview of the proposed project to renovate FHO's property at Jackson Street into a 5 unit apartment building for low/moderate income people with mental disabilities / special needs. The property is currently a 3 unit market rate apartment building. She noted FHO currently has eight different projects in the city. These projects house 75 people so FHO is an experienced housing provider.

Ms. Cannon went on to note that they are working with the NH Housing Finance Authority (NHHFA) to secure funding for the project. She also noted that FHO has worked on CDBG projects in the past with both the City as well as Merrimack County. She noted that FHO has never had to evict any of its tenants and they work very closely with the tenants.

The timing is right for the Jackson Street property project, from FHO's perspective, as there has been an increase in clients to FHO and there is not sufficient affordable housing for these clients.

The project looks like the best use of this property and they own the building so it's much simpler for them. The site would require lead paint and asbestos removal which will improve the health and safety issues of the property.

FHO has done major fundraisers and is working with the NHHFA Special Needs Program. The zoning variance request is scheduled to be heard by the Zoning Board of Adjustment next week (April 4, 2012) and Planning Board action is forthcoming.

Amanda Grady Sexton inquired if FHO provides other activities or just housing and Ms. Cannon replied that FHO has contracts to go into homes and provide different support, i.e. medicines assistance, organization assistance and check for decent meals, etc.

Liz Blanchard inquired if FHO has been housing any of the residents from the Endicott Hotel and Ms. Cannon noted yes – they have two residents from there.

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In discussing the requested funds, FHO is looking to apply for approximately \$425,000 (one-half of the \$850,000 total project) and Mark Coen inquired where the other half would come from. Ms. Cannon noted NHHFA would provide some and there are some other resources they could use. If CDBG could not support the \$425,000, the balance would be added from NHHFA. As for the match requirement, FHO has already secured between \$30,000 - \$50,000.

Matt Walsh explained that CDBG rules would only allow the city to apply for \$18,000 per unit – a total of \$90,000 and the city would, most likely, require \$10,000 for the administration fee, leaving a net CDBG funding of \$80,000 to FHO. Mr. Walsh inquired if this were to happen, would the project still be viable and Ms. Cannon noted she hoped so.

Some general discussion followed regarding Planning Board meeting date, fundraising, cost of lead abatement (approximately \$30,000/unit), other funds for the abatement process, etc. and it was noted that the lead abatement portion is not contingent on CDBG monies.

Chairperson Bart thanked Ms. Cannon and Ms. Mercier for attending today's CDAC meeting and at this time Ms. Cannon and Ms. Mercier left the meeting.

Merrimack Valley Day Care (MVDC): MaryAnn Barter, Health & Nutrition Coordinator of the day care, explained that Mary Jane Wallner, Executive Director, was on vacation and unable to attend today's meeting. Ms. Barter informed CDAC that the day care is requesting \$130,000 for the purpose of making repairs to their North Fruit Street facility. Repairs include reconstruction of the parking lot, fence replacement, renovation of playground equipment, as well as removal of a Kal-Wall system in a portion of the building. She reviewed the history of MVDC, noted there are currently five different centers in Concord and the Blueberry Express in Pittsfield. The day care focuses on providing affordable child care so low/moderate income people can work. She continued that many of the center's clients are on TANIF. In some instances clients are Concord High School students in need of childcare. The day care operates with a sliding fee scale so some parents do not pay anything at all where others may pay the full tuition.

Ms. Barter informed CDAC that the first priority is the replacement of all the Kal-wall (solar panels). These panels make the rooms very hot all the time. The fences and parking lot are not very attractive and the playground is bad. It is safe and passes licensing every three years but the wood is splitting and it is pressure treated lumber.

Mark Coen inquired how the day care is funded. Ms. Barter noted their reserves are minimal (perhaps enough for one payroll) and she could bring a copy of their audit if needed. She noted the \$25,000 match is really a stretch and part of it is coming from the Community Loan Fund which they will need to pay back.

Chairperson Bart thanked Ms. Barter for attending today's meeting and she left the meeting at this time.

**Concord Boys & Girls Club (B&GC):** Matt Walsh gave a quick overview of the lease the B&GC has with city and reported that the B&GC have rights to remain at Kimball Park until approximately 2039.

Chris Emond, Executive Director of the Boys & Girls Club, informed CDAC that the B&GC is seeking funds to support a \$2.1M project. The project includes construction of a new 5,000 SF addition, interior renovations, as well as reconstruction and expansion of a parking lot. They are working with Richard Bartlett (surveyor) and Frank Anzalone (architect). Mr. Emond explained that the current parking lot is unsafe when people pick up their children and the building's space configuration has to change as they are required to have so much space per child. The B&GC is a licensed facility.

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Mr. Emond explained that when the B&GC was created, it was a "drop off" spot and not much more than that at that time. Now it has expanded into so much more. He discussed operational details of the facility for children segregated by age group.

The project is anticipated to start construction in late 2012 or early 2013, subject to securing required permits and financing for the project.

Liz Blanchard inquired about any controversy with this project and Mr. Emond noted that one neighbor might have an issue but he plans to speak with the neighbor and explain that this project would get cars off his yard so that might help.

Chairperson Bart inquired how far out is a formalized budget and Mr. Emond noted they are meeting with the construction companies next week and feels strongly that the numbers he provided in the proposal are realistic. Mr. Emond also feels strongly that the B&GC will raise their match.

General discussion was had regarding the expansion of the building, how many parking spaces will be added, capacity of the club (increase 40 students per day) and the target is always the ones who cannot afford to go anywhere else.

Matt Walsh explained that if the city applies for CDBG funds in July, the monies would not be available until approximately October 2012 but that timing should be fine for this project and Mr. Emond agreed.

Chairperson Bart thanked Mr. Emond for attending today's CDAC meeting and Mr. Emond left the meeting at this time.

**Discussion:** Matt Walsh informed CDAC that staff would need to know today, if possible, which applicant the city should apply on behalf of due to the timing of the City Council meetings. Staff is currently looking at going before City Council in April for a May public hearing but, if necessary, we could go in May for a June public hearing. He also noted that CDBG funding is under pressure nationally due to the federal government's financial situation. As a result, CDBG funds provided to New Hampshire have decreased 1/3 over the past 2 years from \$10M to approximately \$7M. Consequently, competition will be strong for this round.

Chairperson Bart noted that the B&GC does not yet know if they are going to get tax credits so how will that effect the match. Mr. Walsh noted it is not unusual to see tax credits and CDBG together. Mr. Walsh reported that the B&GC project is likely to achieve the most competitive score for a variety of reasons. He added that the B&GC serves 900 youths which is a very good beneficiary number.

FHO's application would be \$90,000 (\$80,000 net after admin.) and it was noted they could obtain funding from other sources and they have a small number of beneficiaries.

Chairperson Bart inquired if CDAC could offer a loan to MVDC if we got more details or they could, perhaps, apply for the January 2013 round. Some of the CDAC members felt they could not support a grant for MVDC at this time. Matt Walsh suggested the possibility of applying for a feasibility grant, which would be due in October, in the amount of \$12,000 to try and get them a professional assessment of their facility.

Bev Rafferty suggested that MVDC and/or FHO contact the County for a CDBG application based on how many of their respective beneficiaries are actually from Concord. Perhaps a County application would be better for them. Liz Blanchard will check to see where the County stands for CDBG applications.

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Matt Walsh will talk with Mary Jane Wallner, Executive Director of MVDC, and find out what percentage of Concord residents benefit from their service.

Chairperson Bart noted the city has money for one application and the mock scoring shows the B&GC would be the best. Matt Walsh suggested that if a proposal scored the best and helps out the most people, then CDAC should support that project as it has the best chance of succeeding in competition with other projects from across the State.

After further discussion the following motions were made:

- (1) Leo Fraser made a motion that CDAC recommend that the City Council support seeking \$500,000 in CDBG monies for the Concord Boys & Girls Club project; seconded by Amanda Grady Sexton; motion passed unanimously; and
- (2) Jennifer Kretovic made a motion that the city approach the Merrimack Valley Day Care to discuss applying for a Feasibility Study CDBG in the amount of \$12,000; seconded by Allen Bennett; motion passed unanimously.

## 4. Adjournment:

There being no other business brought before CDAC, and upon a motion duly made and seconded, with unanimous approval, the meeting adjourned at 1:40 P.M.

Respectfully Submitted,

Beverly A. Rafferty Administrative Assistant