

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**MINUTES OF
November 22, 2013**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on November 22, 2013, in the Second Floor Conference Room, City Hall, 41 Green Street.

Present at the meeting were City Councilor Allen Bennett, City Councilor Liz Blanchard, City Councilor Mark Coen, City Councilor Jennifer Kretovic, Jeff Bart, Nadine Salley, and Michael Gfroerer. Director of Redevelopment Matt Walsh was also present.

City Councilor Amanda Grady-Sexton and Janet Sprague were absent. Guests present were Susan Sterns and Tammy Murray representing NAMI NH.

Allen Bennett chaired the meeting due to the absence of the Chair.

At 12:05 PM., the Chair called the meeting to order.

1. **Minutes of October 23, 2013:** The minutes were approved as corrected.
2. **Community Development Block Grant (CDBG) Requests for Proposal (RFP):** Susan Sterns and Tammy Murray representing NAMI NH made a brief presentation to CDAC concerning their response to the City's Request for Proposals relative to the January 2014 CDBG round. They noted that NAMI recently relocated to a building located at 85 North State Street. The property is a former historic home which was converted to office use prior to NAMI's ownership. The property is currently not fully compliant with the Americans with Disabilities Act (ADA). NAMI is seeking CDBG funds to help renovate the property, specifically to create accessible meeting space and related facilities. Preliminary estimates indicate the work would be approximately \$100,000. NAMI NH serves an estimated 12,000 people annually.

Discussion ensued about low/moderate income benefit restrictions for CDBG funds and whether NAMI's clientele would meet this restriction. It was noted that an income survey would need to be performed. CDAC also inquired as to how much of NAMI's clientele is based in Concord. It was also noted that NAMI was the lone respondent to the City's RFP.

MOTION: Liz Blanchard moved to recommend that the City apply for CDBG funding on behalf of NAMI NH for their renovation project. Nadine Salley seconded. The motion carried unanimously on a voice vote.

3. **Revolving Loan Fund:**
 - a. **Elliot Street Private Sewer:** Mr. Walsh provided a brief overview of this item. He explained that since CDAC's last meeting, cost estimates for the project had been further refined. He also noted that cost sharing for the project among the 4 neighbors also changed slightly. Because of this, some of the applicants have requested revised

terms. Based on this information, he asked CDAC to revise its previous approvals for the following clients with terms as noted.

- Supry / 7 Elliot Street: Loan Amount of \$9,410 (increased from \$8,690). No monthly payments shall be required. Rather, repayment shall be fully deferred until such time as the applicant sells or otherwise conveys her property to a third party. Funds shall be loaned at 3%; however, interest would only be charged for the first five (5) years of the loan. Should the property be sold prior to expiration of the five (5) year period; the amount of interest owed would be prorated accordingly. If the loan is repaid after the five (5) year period, no additional interest would be charged.
- Pilsbury / #9 Elliot Street: Loan amount of \$7,485 (decreased from \$8,915). Terms: 3% for 15 years, with payments commencing on February 1, 2014.
- Stiles / #11 Elliot Street: Loan amount of \$7,485 (decreased from \$8,915). Terms: 3% for 15 years, with payments commencing on February 1, 2014.
- Dubois / 13 Elliot Street: Loan amount \$9,635 (increased from \$8,915). Terms: 3% for 15 years, with payments commencing on February 1, 2014.

Motion: Michael Gfroerer moved that CDAC approve the revised loan amounts and terms presented by Mr. Walsh. Liz Blanchard seconded. Motion carried unanimously.

- 4. Update on Current Community Development Block Grant Projects:** Mr. Walsh provided a brief update. He noted that the Boys and Girls Club project is going well and will be completed in early 2014. He also noted that the feasibility study for the Merrimack Valley Day Care facility on Fruit Street is underway. Lastly, he reported that the City's applications for Belknap-Merrimack County Action as well as the Children's Place Day Care Center, both filed in July 2013, were awarded. Both projects will be getting underway in spring 2014.
- 5. Other Business:** None.
- 6. Adjournment:** The meeting adjourned at 12:30PM.

Respectfully Submitted,

Matthew R. Walsh
Director of Redevelopment, Downtown Services, and Special Projects