

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MINUTES OF  
April 23, 2014**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on April 23, 2014, in the Second Floor Conference Room, City Hall, 41 Green Street.

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

City Councilor Keith Nyhan, Nadine Salley, and City Councilor Brent Todd were absent.

Guests present were Chris Emond, Executive Director of the Concord Boys & Girls Club, and Donna Lane, the City's Community Development Block Grant (CDBG) Consultant.

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

1. **Introductions:** The Chair welcomed the new members to CDAC and provided an overview of the Committee's role and explained the grant and loan programs that the Committee oversees.
2. **Minutes of November 22, 2013:** The Chair asked that the minutes be reviewed and approved. Ms. Sprague stated that she was not listed as being absent at the November meeting and asked that the minutes be changed to reflect same. Councilor Coen moved to accept the minutes as corrected; Ms. Sprague seconded the motion. Motion passed unanimously.
3. **Semi-Annual Report – Boys & Girls Club CDBG Grant:** Mr. Walsh introduced Chris Emond, the Executive Director of the Concord Boys & Girls Club, and Donna Lane, the City's CDBG Consultant. He reviewed the public hearing requirements for the semi-annual reporting.

The Chair opened the public hearing for the Boys & Girls Club CDBG Semi-Annual Report.

Ms. Lane provided an overview of the Community Development Block Grant program and discussed the amount of funds available on an annual basis. She explained that the Boys & Girls Club expansion project is substantially complete and the Club resumed operations at the expanded facility in January. There is about \$50,000 remaining to be spent from the grant, which will be used for playground equipment. The CDBG grant helped the Boys & Girls Club increase their daycare licensing capacity from 180 to 318 children. The Club now offers dinner five days per week, a kindergarten program, and a teen program.

The Chair stated that as there was no one in attendance from the public, the public hearing was now closed.

CDAC members discussed various components of the new programming and the expansion project with Mr. Emond.

**4. Update on Current CDBG Applications:** Ms. Lane summarized the City's current CDBG projects:

- a. Community Action Program – Head Start – Sprinkler System Installation Project – Head start has advertised for a design/build contraction and proposals are due May 23<sup>rd</sup>. It is anticipated that the installation will take place over the summer months.
- b. Children's Place – Renovation Project – The Children's Place has solicited proposals from architects and is in the selection process. It is hoped that the project will be under construction by the fall.
- c. National Alliance on Mental Illness – Meeting Place Expansion Project – This project was awarded CDBG funds on April 17<sup>th</sup>. Construction is planned for the fall.
- d. Merrimack Valley Day Care – Planning/Feasibility Study – The CDBG feasibility study was completed in January. Approximately \$360,000 in improvements (roof repairs, boiler replacement, insulation, and installation of a sprinkler system) is needed. There was discussion as to whether it would be feasible for Merrimack Valley Day Care to apply for these funds during the July round of the CDBG grant cycle and how the necessary matching funds could be procured.
- e. YMCA Daycare – Emergency Heating/Cooling System Repair/Replacement Project – The project is complete; however, testing of the system still needs to be done. Ms. Lane explained that this project was funded through Merrimack County, but wanted to provide an update to CDAC as the project is located within the City of Concord.
- f. McKenna House – Addition Project – This project did not receive funding during the recent CDBG award round. McKenna House is now looking to apply for a planning/feasibility study grant to assist with the design and permitting of the project. This is another project that went through Merrimack County, and this update is a courtesy to CDAC as the project is located within the City of Concord.

CDAC members discussed various items regarding the CDBG grant program including the benefits of being a non-entitlement vs. entitlement community; and ways in which the City, either through the CDBG or Revolving Loan Fund (RLF) program, could assist Merrimack Valley Day Care.

**5. RFP for July Community Development Block Grant Funding Round:** Mr. Walsh stated that the next funding round for CDBG grants is coming up, with applications due in July. He inquired as to whether CDAC would like to undertake the customary CDBG Request for Proposals (RFP) process employed by the City in the past to select projects. He explained that City Staff sends out a letter to various social services agencies requesting proposals for CDBG grants. After discussion, it was the consensus of CDAC to undertake the normal RFP process.

**6. FY 2015 Budget:** Mr. Walsh explained that there is a separate budget for the Revolving Loan Fund Program and the Community Development Block Grant program. He stated that the budget has not been released as of yet, but that the spending level for these two budgets is approximately \$5,500 per year.

CDAC discussed where the funds are allocated from and for what the funds from these two budget items are used.

**7. Council Re-Appropriation of funds to the Revolving Loan Fund:** Mr. Walsh described how revenues from interest and principle payments made by Revolving Loan Fund loan recipients are used to re-capitalize the Revolving Loan Fund. He stated that City Administration requests that City Council appropriate these monies to be re-deposited into the Revolving Loan Fund program.

Mr. Walsh explained that once the funds were re-deposited, the available balance in the Revolving Loan Fund would be \$616,440.85.

- 8. Revolving Loan Fund – Account Balance Report:** Mr. Walsh stated that there are 35 active loans in the City's portfolio, totaling \$1.4 million.

CDAC discussed the Revolving Loan Fund program, including how payments and interest are applied, marketing of program, and the risks inherent with these loans.

- 9. Adjournment:** The meeting adjourned at 1:07 p.m.

Respectfully Submitted,

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