

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MINUTES OF  
May 28, 2014**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on May 28, 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, Michael Gfroerer, and Nadine Salley. Director of Redevelopment Matt Walsh and Administrative Assistant Donna Muir were also present.

City Councilor Keith Nyhan, Janet Sprague, City Councilor Byron Champlin, and City Councilor Brent Todd were absent.

Guests present were Donna Lane, the City's Community Development Block Grant (CDBG) Consultant, Paul Rizzi, Victoria Mulligan, Gary Sloper, and Mike Reed representing Independent Living Concord, and Ruth Zax and Maria Gagnon representing Child and Family Services.

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

1. **Minutes of April 23, 2014:** The Chair asked that the minutes be reviewed and approved. Mr. Gfroerer moved to accept the minutes as presented; Councilor Coen seconded the motion. Motion passed unanimously.
2. **July Community Development Block Grant Presentations:**

Child and Family Services:

The Chair invited Child and Family Services representatives Ruth Zax and Maria Gagnon to present their grant application.

Ms. Zax spoke about the need for the renovations and improvements at their Transitional Housing Program facility at 14-16 Perley Street, to bring the building up to code and improve the livability, safety, and energy efficiencies for the residents. She provided an overview of the Transitional Housing Program and anecdotal information about their clients.

Ms. Lane stated that she believed the project would receive low scores as there were no matching funds included in the proposal and the number of clients benefiting from the potential grant is low. She also stated that July is a very competitive round.

CDAC members asked questions pertaining to the project's budget and additional improvements that may be necessary for the facility.

Ms. Gagnon stated that there are a number of additional improvements that could be included in the proposal and it may be possible for Child and Family Services to raise matching funds.

CDAC recommended that Child and Family Services increase the scope of their project to bring the entire building up to code, show a fifty percent match in funding, and resubmit their revised application for CDBG funding in January.

Ms. Lane said she would work with Child and Family Services to develop their proposal for the January round.

#### Independent Living Concord:

The Chair invited Independent Living Concord representatives to present their grant application.

Mr. Rizzi provided an overview of Independent Living Concord and stated that its mission is to provide an affordable integrated program of supportive independent living for adults with learning and developmental disabilities. The purpose of the CDBG funds would be to provide affordable housing to 12-15 low and moderate income individuals through the renovations of a single story manufacturing building into residential housing. Independent Living Concord has contracted with CATCH Neighborhood Housing to identify and secure funding sources and develop the real estate for this project.

CDAC members inquired about the membership, number of units, and other funding sources to be utilized for the \$2.26 million project.

Mike Read explained the various funding sources and the need for this project in the Concord area. He discussed the timeline for the various funding sources and the anticipated construction start date.

Ms. Mulligan expressed the need her family has for this program.

Ms. Lane stated that she felt the project would score high, because of the amount of matching funds. She suggested that it would be most effective to use the CDBG funds for acquisition of the property for the proposed facility. Therefore, Independent Living Concord would need to have a signed letter of intent or purchase and sales agreement for the property in hand prior to the CDBG application due date. She also stated that use of CDBG funds for acquisition would necessitate a real estate appraisal and review appraisal supporting the proposed sale price. Ms. Lane also suggested that conversations with the City's Planning and Zoning Divisions should begin immediately concerning the developer permitting process.

MOTION: Mr. Gfroerer moved to recommend that the City apply for CDBG funding on behalf of Independent Living Concord for their supportive independent living project; Councilor Coen seconded the motion. Motion passed unanimously.

Mr. Walsh reported that the City Council public hearing would be held on July 14, 2014, and suggested that representatives from Independent Living Concord be in attendance.

### **3. Update on Revolving Loan Fund Loan – Racquet Club**

Mr. Walsh provided CDAC members with an update on the status of the Revolving Loan Fund loan.

**4. Adjournment:** The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Donna Muir  
Administrative Assistant