CITY OF CONCORD COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES OF APRIL 20, 2016

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on April 20, 2016, in the Second Floor Conference Room, City Hall, 41 Green Street.

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Councilor Mark Coen, Michael Gfroerer, Councilor Allan Herschlag, Nadine Salley, and Councilor Linda Kenison

Excused: Councilor Keith Nyhan and Janet Sprague

Staff: Director of Redevelopment Matt Walsh and Administrative Assistant Donna Muir

Guest: James Snodgrass, Executive Director, Second Start

- Minutes of November 12, 2015 Meeting: The Chair asked that the minutes be reviewed and approved.
 Councilor Champlin moved to accept the minutes as presented. Councilor Herschlag seconded the motion.
 Motion passed unanimously.
- 2. Revolving Loan Fund Second Start Application: Mr. Walsh introduced Mr. Snodgrass and presented an overview of the Second Start application for the purchase of a bus. Second Start is asking for \$51,000 with a five-year term at 2.5% interest. Mr. Walsh reported that Second Start has secured several Revolving Loan Fund (RLF) loans and Community Development Block Grant (CDBG) grants through the City in the past. He further noted that the organization has an excellent credit history with the City and has not defaulted on any of the loans or CDBG projects. The City's recommendation is that the loan be approved for \$51,000 with a five-year term at 3% interest.

Mr. Snodgrass explained that the loan was to purchase a new 14-passenger bus to replace a bus that was purchased in 2001. The bus will be purchased directly from the bus manufacturer, located in Maine. If he were to finance this bus through the manufacturer, the interest rate would be greater than 3.0%.

There was discussion among CDAC members about the City's recommendation of a 3.0% interest rate and how that compares with past interest rates charged against the Wall Street Prime rates.

Councilor Champlin moved to approve a \$51,000 loan for a five-year term at 2.5%. Councilor Herschlag seconded the motion. Motion passed unanimously.

CDAC members talked about the good job of both Mr. Snodgrass and the Second Start organization within the community, and stated that CDAC was happy to be able to assist.

3. Introduction and Welcome to New CDAC Member: The Chair welcomed Councilor Linda Kenison as the newest member of the Community Development Advisory Committee. Introductions were made among the members.

Mr. Walsh provided an overview of the Committee and its work with both the Revolving Loan Fund and the Community Development Block Grant programs.

- 4. Revolving Loan Fund Program: Loan Status and Account Balance Report
 - **a.** Ms. Muir provided a brief overview of the City's loan portfolio. Specifically, she noted the following:
 - Out of 26 active loans, one loan remains deferred; one loan was suspended by CDAC.
 - In November 2015, loan # 1135 was paid in full.
- 5. Revolving Loan Fund Program Merrimack Valley Day Care Status: Mr. Walsh reported that Merrimack Valley Day Care had been approved for a Community Development Block Grant (CDBG) in the amount of \$200,000. CDAC had recently approved a Revolving Loan Fund loan for Merrimack Valley Day Care to serve as a match for the CDBG grant. Since CDAC approved the loan, Merrimack Valley Day Care reduced the scope of their project. The Revolving Loan Fund loan to Merrimack Valley Day Care will be reduced by approximately \$50,000, to match the grant amount.
- **6. Community Development Block Grant:** Mr. Walsh reported that no applications were received for the July 2016 Round for CDBG grants.
- 7. Adjournment: The meeting adjourned at 12:45 p.m.

Respectfully Submitted,

Donna Muir Administrative Assistant