

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
APRIL 24, 2013 MINUTES**

The regular monthly meeting of the Community Development Advisory Committee (CDAC) was held on April 24, 2013, in the Second Floor Conference Room, City Hall, 41 Green Street, at 11:30 a.m.

Present at the meeting were Chair Jeff Bart, Councilor Mark Coen, Councilor Jennifer Kretovic, Nadine Salley, Janet Sprague, and Councilor Amanda Grady Sexton. Assistant for Special Projects Matt Walsh and Administrative Assistant Donna Muir were also present. The City's CDBG Grant Consultant, Donna Lane, was also present.

Absent from the meeting were Councilor Allen Bennett, Councilor Liz Blanchard, Michael Gfroerer, and Leo Fraser.

At 11:30 a.m., the Chair called the meeting to order, and as there was not a quorum, agenda items not requiring a vote were taken up first.

**1. Community Development Block Grants (CDBG)**

- **Friendly Kitchen (\$500,000)**

Mr. Walsh stated that the Friendly Kitchen opened its new building on December 27, 2012. A review of the close-out surveys regarding the demographics of the Friendly Kitchen's clients was provided by Ms. Lane and the grant has now been closed-out.

- **Boys & Girls Club (\$500,000)**

Mr. Walsh explained the Land & Water Conservation Fund and the private lenders issues have all been resolved and the contract has been signed by the City Manager. Ms. Lane reported that the CDBG funds will be used to purchase equipment and furnishings for the renovated building.

- **Merrimack Valley Day Care (\$12,000)**

Mr. Walsh said that the contract has been approved by the Governor and Council and requests for proposals were due on April 22<sup>nd</sup>. Ms. Lane stated eight proposals were received and that Merrimack Valley Day Care is in the process of reviewing the proposals.

**2. Emergency Grant Update**

The work at 141 North State Street has been complete and the property owner is happy, according to Mr. Walsh. He stated that the final bill for the project, including the removal and disposal of the oil tank, is \$12,728.37, which is less than the \$15,000.00 approved by the Committee.

[The Chair stated that a quorum was now present, and items requiring a vote could now be heard by the Committee.]

### **3. Community Development Block Grants**

Ms. Liz Sweeney, Senior Loan Officer from the Capitol Regional Development Council (CRDC) was present. Ms. Sweeney noted that the City and CRDC current have a joint loan with developer Steve Duprey for the Bindery Redevelopment project located at 43-45 South Main Street. The loan was made in March 2012 and was to be repaid in June 2013. The City's share of the loan is \$175,000. Terms and conditions of the City's share of the loan are set forth in a Participation Agreement. The loan is currently interest only. Ms. Sweeney reported the Mr. Duprey would like to pay off the City's share of the principal balance of the loan (\$175,000). Under the terms of the Participation Agreement, any principal payments are to be shared proportionately between the City and CRDC. However, Mr. Duprey is interested in paying the \$175,000 portion of the loan with 100 percent of the funds being paid back to the City. Ms. Sweeney noted that CRDC intends to extend the terms of its \$125,000 share of the loan with Mr. Duprey from June 2013 to December 2013. Mr. Walsh stated that the only downside of this approach for the City would be the loss of interest income for June through December. This would be approximately \$870 per month, assuming the City was to remain in the loan at a 60%+/- interest. However, the City would get is \$175,000 back in principal which it, in turn, could invest in other projects which could be beneficial to the community. CDAC discussed Mr. Duprey's proposal.

Councilor Kretovic moved to accept Mr. Duprey's proposal to pay the entire amount of \$175,000 back to the City. Councilor Grady Sexton seconded the motion. Motion carried unanimously.

### **4. Review of CDAC Minutes of March 27, 2013**

Ms. Salley asked that the minutes be changed to reflect the following:

- a. Page 2, 4<sup>th</sup> paragraph, first sentence – "free-market commercial" should read "market-rate commercial".
- b. Page 4, item # 6 – correct the spelling of the word business.

Councilor Kretovic moved to accept the minutes with the above changes. Councilor Grady Sexton seconded the motion. Motion carried unanimously.

### **5. July 2013 Community Development Block Grant Proposals**

Mr. Walsh reported that the City is eligible to seek up to \$500,000 in CDBG funds during the upcoming July 2013 application round. He stated that a request for proposals was issued on March 5<sup>th</sup> and three proposals were received: the Children's Place and Parent Education Center (\$185,000), the Belknap-Merrimack County CAP Head Start program (\$173,690); and the Women's Club of Concord (\$216,053). Mr. Walsh explained that Ms. Lane has evaluated the three proposals.

Ms. Lane stated that CDAC could support all three applications; however, the City is limited to a total of \$500,000 which would need to include a \$15,000 administration fee per project. Ms. Lane explained that based on the scoring criteria, she would rank the three proposals as follows:

1. The Belknap-Merrimack County Community Action Program Head Start program
2. The Children's Place and Parent Education Center
3. The Women's Club of Concord

Ms. Lane suggested that the Women's Club of Concord was receptive to a lesser amount than requested and was willing to find other options to fund the remaining portions of their request.

Mr. Walsh asked the representatives of each organization to provide a brief overview of their programs and the clients served, as well as an overview of the proposed uses of the CDBG funds. Ms. Julie Sackett, Director of the Head Start / Early Head Start Program, Ms. Kathryn David, Executive Director of the Children's Place and Parent Education Center, and Lisa Schermerhorn, President of the Women's Club of Concord, represented their respective organizations knowledgeably and passionately. The Chair thanked them for their presentations.

Ms. Lane stated that CDAC was fortunate as they could submit all three applications for this round. She explained that the highest scoring proposal was the Belknap-Merrimack Counties CAP Head Start Program, as they will be expanding their services by 45 children and 100 percent of their population served is low to moderate income individuals/families. The next highest scoring proposal was the Children's Place and Parent Education Center. They serve more than 250 children and parents and approximately 75 percent of their clients are low to moderate income. The weakest proposal was The Women's Club as their on-site beneficiaries' total only ten individuals. Ms. Lane explained that the CDBG program looks for the number of beneficiaries who are served on-site.

The Committee discussed the proposals and the various options for funding all three of them, including funding only a portion of The Women's Club's proposal. Councilor Kretovic suggested that some of the work, such as painting, could be done during the Day of Caring, and that both Unitil and Cobb Hill are both involved with the Day of Caring program. She suggested that resources that exist within the community should be utilized.

Councilor Kretovic moved to apply for a CDBG grant in the amount of \$190,000 for the Head Start program and \$200,000 for the Children's Place and Parent Education Center. Mr. Coen seconded the motion. Motion carried unanimously.

Councilor Coen moved to apply for a CDBG grant in the minimum amount of \$110,000, with the final amount to be at the discretion of City staff, for the Women's Club of Concord. Ms. Salley seconded the motion. Motion carried, with Councilor Grady Sexton recusing herself from the vote, as she is a member of the Women's Club.

Councilor Kretovic asked that City staff reach out to Cobb Hill and Unitil to see whether they would be interested in working on these projects as part of the Day of Caring.

Councilor Coen stated that it appears that many nonprofit organizations get into buildings and don't have the wherewithal to plan for building upkeep and maintenance. A brief discussion of circumstances attributing to this phenomenon ensued.

## **6. OTHER BUSINESS**

- Update on the Racquet Club

The Chair stated that he heard the deal for the Racquet Club had fallen through and wondered if anyone else was aware of it. Mr. Walsh responded that the redevelopment of the Racquet Club was still moving forward. He reported that the City plans to apply for economic development CDBG funds later this spring. The CDBG funds would be sub-granted to CRDC, who, in turn, would loan the funds to the buyer of the facility for renovations. He also reported that a Purchase and Sales Agreement for the facility is in place and that a closing is set for late September. Mr. Walsh added that he is uncertain whether the sale price will be sufficient to satisfy all debt on the property, including the City's Revolving Loan Fund and tax liens.

- CDAC Member Leo Fraser

Mr. Walsh stated that Mr. Fraser was not doing well physically and would probably not be able to continue as a member of the Committee. He suggested that Committee members reach out to Mr. Fraser and that he would visit with him in the near future. Councilor Grady Sexton suggested that a card be sent and asked if she could accompany Mr. Walsh on his visit to Mr. Fraser.

## **7. ADJOURNMENT**

There being no other business brought before CDAC, the meeting adjourned at 1:05 p.m.

Respectfully Submitted,

Donna Muir  
Administrative Assistant