

**CITY OF CONCORD  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MINUTES OF OCTOBER 3, 2018**

The Community Development Advisory Committee (CDAC) met on October 3, 2018, in the Second Floor Conference Room, City Hall, 41 Green Street.

Attendees: Councilor Byron Champlin, Councilor Mark Coen, Councilor Allan Herschlag, Councilor Jennifer Kretovic, Michael Gfroerer, Nadine Salley, and Janet Sprague

Absent: Chair Jeff Bart and Councilor Linda Kenison

Staff: Matt Walsh, Director of Redevelopment, Downtown Services, and Special Projects  
Donna Muir, Community Development Specialist

Guest: Michael Simchik, Managing Partner of Hotel Concord

As the Chair was absent, a motion was made by Councilor Champlin for Ms. Salley to take the role as the Acting Chair. Councilor Coen seconded the motion. Motion passed unanimously.

### **1. Minutes of August 8, 2018 Meeting**

The Chair asked that the minutes of August 8, 2018, be reviewed and approved. Councilor Champlin moved to accept the minutes as written. Councilor Kretovic seconded the motion. Motion passed unanimously.

### **2. Non-public session for the discussion of a request to the Revolving Loan Fund in accordance with RSA 91-A:3, II (c)**

Councilor Kretovic made a motion, seconded by Councilor Champlin, to enter into a non-public session, per RSA 91-A:3, II, (c). With a roll call vote, the motion passed unanimously at 12:07 p.m.

Councilor Champlin made a motion, seconded by Councilor Kretovic, to come out of non-public session at 1:18 p.m. With a roll call vote, the motion passed unanimously.

Councilor Champlin made a motion, seconded by Councilor Herschlag, to seal the minutes of the non-public session and any associated staff reports, per RSA 91-A:5, IV. With a roll call vote, the motion passed unanimously.

### **3. Hotel Concord – Revolving Loan Fund**

There was a consensus among CDAC members to entertain an application for a loan in an amount up to \$350,000, at eight percent (8%) interest, for a term of three (3) years from the Revolving Loan Fund for Hotel Concord. Should Capital Commons, LLC / Hotel Concord, LLC elect to move forward with a formal application, the City will engage the Capital Regional Development Council to provide underwriting services for the loan at the applicant's expense.

#### **4. 19 Thorndike Street – Revolving Loan Fund**

Councilor Kretovic made a motion to approve the amended Revolving Loan Fund loan application for Derek Milioto (19 Thorndike Street) in an additional amount up to \$5,000. This will bring the total amount approved for the deferred loan up to \$45,000. Councilor Champlin seconded the motion. Motion passed unanimously.

#### **5. 190 Manchester Street – Revolving Loan Fund & CDBG**

There was guarded interest expressed by CDAC members to entertain an application for a Revolving Loan Fund loan and/or a possible CDBG grant for acquisition and/or potential infrastructure improvements at the 190 Manchester Street manufactured home park, which is for sale by the owner. Park residents have first-right-of-refusal and are working with the Community Loan Fund-ROC NH to determine the feasibility of purchasing the park.

#### **6. Revolving Loan Fund Status & Account Balance Reports**

Ms. Muir provided an overview of the status of the Revolving Loan Fund program.

**Councilor Champlin moved to adjourn the meeting. Ms. Salley seconded the motion. The meeting adjourned at 1:22 p.m.**

*Respectfully Submitted,*

*Donna Muir  
Community Development Specialist*