



# CITY OF CONCORD

New Hampshire's Main Street™

## Community Development Department

### Community Development Advisory Committee DRAFT Meeting Minutes September 19, 2025

#### Committee Members in Attendance:

Chair Jeff Bart; Mayor Byron Champlin; Councilor Jeff Foote; Councilor Judith Kurtz (arrived at 12:11 p.m.); Councilor Stacy Brown (arrived at 12:02 p.m.); Michael Gfroerer; Travis Craig; and Janet Sprague

#### Absent:

Councilor Paula McLaughlin; Kalamoh Donzo

#### Staff:

Tim Thompson, AICP, Assistant Director of Community Development

Mr. Bart called the meeting to order at 12:00 p.m.

#### **Adoption of April 23, 2025 Minutes (Public & Non-Public)**

Ms. Sprague moved the approval of both the April 23, 2025 public & non-public minutes. Mr. Craig seconded the motion. The motion passed by a unanimous voice vote.

*Councilor Brown arrived at 12:02 p.m.*

#### **Community Development Block Grants**

##### Proposals for January 2026 Application Round

Mr. Thompson summarized the Community Development Block Grant (CDBG) process and application procedures that the City follows as a non-entitlement community under the federal program. He explained that the City can only receive funding for up to \$500,000 for the CDBG Housing Program per application period, meaning that the Committee will need to make a recommendation on one of the 2 projects. He stated that he can work with whichever applicant is selected to seek an alternative means of applying for the program, likely through Merrimack County.

*Councilor Kurtz arrived at 12:11 p.m.*

- Families in Transition (FIT): Proposal to add 4 additional units of affordable housing (serving people or households earning up to 80% of the area median income) to their properties located at 9 – 11 Odd Fellows Avenue and 5 Market Lane (Bicentennial Square). Seeking \$750,000 in CDBG Grant Funds.

1 Mr. Thompson prefaced the applicant's presentation by informing the Committee that the request for  
2 \$750,000 in supportive housing does not meet CDBG requirements, so FIT is eligible for up to \$500,000.

3  
4 Erica Diamond, Director of Contract Compliance, and Tyler Huff, Vice President of Property and Housing  
5 Development, presented on behalf of FIT.

6  
7 FIT, and its property management division, Housing Benefits, owns two affordable housing properties in  
8 Concord NH, 9 – 11 Odd Fellows Avenue and 5 Market Lane, otherwise known to us as Bicentennial Square  
9 properties. Together these properties offer 16 units of affordable housing, along with laundry facilities,  
10 community spaces, and space for a commercial business.

11  
12 Based on the recent architectural study of these buildings (funded by a CDBG Planning Grant provided in  
13 2025), FIT was able to analyze these buildings with the intent to renovate underutilized spaces into new  
14 affordable housing units. Based on the study results, FIT proposes to convert an underutilized office space  
15 into a one-bedroom residential unit at 5 Market Lane, and convert underutilized conference room and  
16 office spaces into 3 two-bedroom units at 9 Oddfellows Av. The units would all meet the CDBG criteria of  
17 being leased to families making less than 80% of the area median income (AMI). Nine of the current units  
18 in Concord are rented to households with initial incomes at or below 50% of the median area income (per  
19 existing funding agreements). Seven units must be rented to households with initial incomes at or below  
20 60% of the median area income. Gross rents for the current units are restricted to 30% of the household  
21 income and adjusted for household size.

22  
23 Mr. Thompson noted that if the project were to move forward, there will likely need to be zoning relief  
24 granted to allow the use of 1st floor space for non-commercial use. This will need to be determined during  
25 the development review process.

26  
27 The Committee and applicant discussed the number of families that would be housed in the proposed units,  
28 the service area FIT oversees, construction timelines, income guidelines, taxable status of the properties,  
29 and the process regarding CDBG when multiple applicants are seeking funding.

30  
31 Ms. Diamond noted that FIT has the capacity to provide the appropriate funding stack to make the project  
32 possible with a \$500,000 grant.

33  
34 The Committee thanked the FIT staff for their presentation and answering their questions.

- 35  
36
  - Riverbend Community Mental Health: Proposal to renovate residential facilities (flooring,  
37 bathroom facilities, heating/cooling) located at "Twitchell," 111 Pleasant Street. Seeking \$88,000 in  
38 CDBG Grant Funds.

39  
40 Mr. Thompson introduced the Riverbend application to the Committee.

41  
42 Terry Sturke, Project Manager, and Crystal Welch, Chief Financial Officer, of Riverbend presented their  
43 application.

44  
45 Riverbend's focus is on improving Twitchell, a 16-bed residence on NH Hospital grounds for severely  
46 mentally ill clients. At Twitchell staff support is available around the clock. These clients would not be able  
47 to live in the community without the support they receive through Riverbend. With CDBG funding  
48 Riverbend proposes to replace the old linoleum and worn carpet in 4 client bedrooms, in the laundry room  
49 and in the 1st floor bathroom and also renovate the 2nd floor bathroom with a new shower, toilet, sink,  
50 flooring, fan and light fixtures. Also proposed is replacement of the window air conditioner in the server

1 room with a mini-split that is both cost and energy efficient. The request is for \$88,000 of CDBG funds to  
2 complete these renovations.

3  
4 In answering staff questions regarding the application, Ms. Sturke understood that funding was previously  
5 granted by CDBG for the property, but stated that the age of the facility has necessitated the current  
6 request. With regard to the pending closure of their CDBG funded facility on Fayette Street, Riverbend is  
7 working to relocate its clients from the Fayette Street property so that it then can be sold. Part of that work  
8 includes preparing to pay back any funds owed for previous CDBG work, if necessary. Riverbend would  
9 prefer to sell this property to an organization that would house low-income community members in need.  
10 Ms. Sturke also stated that Riverbend holds bonds on the Fayette Street property which will need to be paid  
11 down when it is sold as well as reimbursement of the CDBG funding and legal and realtor costs. This will  
12 result in a very small, if any, return for Riverbend, making it difficult to pay for the upgrades needed to  
13 Twitchell. The sale of the Fayette Street facility will support their sustainability as that residential facility  
14 runs at a loss of several hundred thousand dollars annually due to the lack of funding for people needing  
15 the level of residential care provided there.

16  
17 The Committee discussed whether the improvements were health and safety related, the cost effectiveness  
18 of using a mini-split for cooling the servers and the expected lifespan of such a set-up, and the mechanics of  
19 Riverbend's lease agreement with the State of NH as it relates to maintenance responsibilities of the facility.

20  
21 Ms. Welch stressed the importance of this particular facility in this location given the mental health care  
22 needs of the Twitchell residents.

23  
24 The Committee thanked the Riverbend staff for their presentation and answering their questions.

25  
26 After discussing the merits of the two applications, Councilor Foote moved that CDAC support and  
27 recommend the application from Families in Transition to City Council for CDBG funding of up to \$500,000.  
28 Mayor Champlin seconded the motion. The motion passed by a unanimous voice vote.

29  
30 Mr. Thompson reiterated the Committee's desire to see both projects happen, and committed to working  
31 with Riverbend on an alternative means of funding for the project, including potentially partnering with  
32 Merrimack County on a CDBG application.

33  
34 Status Reports / Planning Study Findings

35  
36 Mr. Thompson summarized the 2 status reports that will be scheduled for a public hearing with the City  
37 Council in November, as required by the CDBG requirements.

38  
39 Families in Transition (FIT) Planning Grant (\$25,000 / 2024): The Planning Grant for FIT studied the  
40 potential for the addition of new affordable residential units at their Bicentennial Square properties (5  
41 Market Lane and 9 Odd Fellows Avenue). The attached feasibility study determined that 4 additional units  
42 were possible at the 2 locations. FIT is pursuing CDBG Housing Funds to assist in the development of these  
43 new units, as was recommended by the Committee for funding earlier in the meeting.

44 Community Justice Center Planning Grant (\$25,000 / 2024): The Community Justice Center project team  
45 (603 Legal Aid, Disability Rights Center-NH, and New Hampshire Legal Assistance) selected and contracted  
46 with H.L. Turner for architecture and engineering services to study options for all three organizations to be  
47 located in a single facility.

1 The Turner Group developed a space plan for the proposed Community Justice Center. They also visited  
2 several sites with the project team and considered new construction. Preliminary estimates for all options  
3 exceeded \$5 million, which is not feasible for the project in light of current funding opportunities. The  
4 project team has currently paused the project. The project team will reconvene in the near future to  
5 consider possible options and next steps for completing the project.

6  
7 Mr. Thompson also summarized other CDBG updates, not part of the November City Council public hearing.

8  
9 Concord Coalition to End Homelessness: CDBG funds were used toward acquisition of 6 South State St.  
10 Property purchased in December 2024. Ribbon cutting was held on September 5 and Certificate of  
11 Occupancy from the City of Concord was issued on September 9. Tenants are moving in during September.

12  
13 Possible Upcoming Project: CDBG has \$1mil in CDBG-CV funds left to expend quickly. It will likely be  
14 offered to programs/projects that address homelessness. Details are still being worked out but it will be a  
15 quick project (as funds need to be expended by August). Mr. Thompson requested permission from CDAC  
16 to proceed immediately to the City Council should an eligible project be proposed in the City.

17  
18 Following discussion, Councilor Foote motioned to authorize staff to engage with CDFA and the City Council  
19 on an application regarding the CDBG\_CV funds with the condition that CDAC have an informational  
20 meeting prior to the City Council public hearing if an application is to be made. Councilor Kurtz seconded  
21 the motion. The motion passed by a unanimous voice vote.

22  
23 Riverbend Fayette Street Project: Riverbend is likely selling Fayette that was recently a CDBG project. The  
24 closing was expected for September, but is postponed (new date unknown). Upon sale they will be  
25 required to pay back a portion of the CDBG, as was discussed earlier in the meeting.

26  
27 CDBG paid \$168,779 on rehab costs at Fayette. The CDBG lien is for 20 years and was registered in  
28 December 2021. The CDBG lien decreases \$8,438.95 per year (or \$703.24 a month). Depending on when  
29 they close the payback to CDBG will be approximately \$135,000 (unless they sell to another non-profit,  
30 then it'll be up to CDBG to determine if a payback is required).

### 31 32 Housing and Community Development Plan Update

33  
34 Mr. Thompson stated the current Housing and Community Development plan required for CDBG program  
35 participation is set to expire at the end of the year. He offered a draft copy of the update plan, which will be  
36 good for 3 years and be effective on January 1 if approved by the City Council.

37  
38 Mayor Champlin moved that CDAC support and recommend the updated Housing and Community  
39 Development Plan. Councilor Kurtz seconded the motion. The motion passed by a unanimous voice vote.

### 40 41 **Other Business**

#### 42 43 Revolving Loan Fund Status Report

44  
45 Mr. Thompson presented the summary of loans and financial statistics for the Revolving Loan Fund.

### 46 47 **Adjournment**

48  
49 Councilor Brown moved to adjourn. Councilor Kurtz seconded the motion. The motion passed  
50 unanimously.

1  
2  
3  
4  
5  
6  
7

The meeting adjourned at 1:14 p.m.

*Respectfully submitted,*

*Tim Thompson, AICP, Assistant Director of Community Development*

DRAFT