

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF April 22, 2020**

The Community Development Advisory Committee (CDAC) met virtually via Zoom, on April 22, 2020, beginning at 12:00 p.m.

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Michael Gfroerer, Councilor Erle Pierce, Councilor Zandra Rice Hawkins, and Nadine Salley

Absent: Councilor Jennifer Kretovic, Councilor Linda Kenison, and Janet Sprague

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

Public Attendees: None

- 1. CDAC Meeting Overview** : Due to the COVID-19 “Coronavirus” Pandemic, CDAC met via the online Zoom platform to resume the public meeting. As such, Mr. Walsh read the following statement into the record:

Welcome to the April 22, 2020 electronic meeting of the Community Development Advisory Committee. We are meeting electronically due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that in accordance with the Governor’s Emergency Order, we have provided public notice of the necessary information for accessing this meeting and instructions are provided on the City of Concord’s website at <https://www.concordnh.gov/341/CommunityDevelopment>.

We are utilizing the Zoom platform for this electronic meeting. All members of CDAC have the ability to communicate contemporaneously during this meeting and the public has access to listen and, if necessary, participate in this meeting through clicking on the following website address: <https://zoom.us/j/94677151005>.

If any member of the public does not have website access, they may dial the telephone number 929-205-6099 and enter the password 946 7715 1005.

For those who want to provide public testimony in the Public Hearing portion of the meeting and you are connected to the Zoom website, you may click on the Raise Hand icon in the Attendees Section to make the request. When the time is appropriate, you will be recognized by me and you can provide your testimony. For members of the public who are participating by phone, you may dial *9 to alert me that you want to testify. We will not be using the Chat function in Zoom for this meeting. Please note that testimony is only allowed for agenda items that have been scheduled for a public hearing, and public participation is not authorized for the other items on the agenda.

If anyone has a problem accessing the meeting, please call 603-230-4619 or send an email to CDAC@concordnh.gov.

In the event the public is unable to access the meeting; we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. When you state your presence at the meeting, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

2. Roll Call Attendance –

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Michael Gfroerer, Councilor Erle Pierce, Councilor Zandra Rice Hawkins, and Nadine Salley, were all present. Each attendee stated that there were no individuals in the room with them.

Absent: Councilor Linda Kenison, Councilor Jennifer Kretovic, and Janet Sprague were absent.

Staff: Matt Walsh, Director of Redevelopment, Downtown Services & Special Projects and Donna Muir, Community Development Specialist were present. Both staff members stated that there were no other individuals in the room with them.

Public Attendees: No members of the public were in attendance.

3. Call to Order –

The meeting was called to order at 12:05 p.m. Chair Bart asked members to formally introduce themselves as there were two new committee members – Councilors Pierce and Rice Hawkins.

4. Adoption of the Minutes –

- a. **November 20, 2019 (Public)** – The Chair asked that the minutes of the public November 20, 2019 meeting be reviewed and approved. On a motion made by Councilor Champlin, and seconded by Mr. Gfroerer, to approve the minutes as written, by a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – abstained, Councilor Rice Hawkins – abstained, Ms. Salley – abstained.
- b. **November 20, 2019 (Non-Public)** – The Chair asked that the minutes of the non-public November 20, 2019 meeting be reviewed and approved. On a motion made by Councilor Champlin, and seconded by Mr. Gfroerer, to approve the minutes as written, by a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – abstained, Councilor Rice Hawkins – abstained, Ms. Salley – abstained.

5. Revolving Loan Fund

- a. **Emergency Deferred Loan Application** – Ms. Muir reviewed a request for assistance from an elderly couple to have a water leak repaired. The leak is on the property at 21 Hope Avenue between the foundation and City main. Staff determined that Mr. & Mrs. Onimus qualified for the Revolving Loan Fund program's deferred loan. Due to the nature of the assistance requested and the amount requested (\$3,760), City staff authorized an emergency deferred loan.

Minutes prior to the meeting, Mr. Onimus contacted the City to let them know that the contractor, Gelinas Excavation, had repaired the leak, but that moments after the contractor left, it was noted that there was another leak. Staff requested that CDAC approve an amount up to \$10,000 to have the repair completed. CDAC members discussed concerns about whether the contractor was responsible and the City's continued oversight of the project.

On a motion made by Councilor Champlin, and seconded by Councilor Rice Hawkins, to approve a deferred loan from the Revolving Loan Fund for water leak repairs for Robert & Judith Onimus' property at 21 Hope Avenue, in an amount up to \$10,000, with a mortgage lien attached to the property and recorded at the Merrimack County Registry of Deeds, by a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0.

- b. **Revolving Loan Fund Status and the Payment Status Reports** – Ms. Muir stating that the fund was in good shape. CDAC members discussed the balance in the account and the marketing of the program.

6. **Community Development Block Grant (CDBG) Application Updates**

- a. **Top of the Hill Cooperative** – Matt informed CDAC that the Cooperative received a \$475,000 CDBG grant and a \$335,000 Revolving Loan Fund loan from the City to connect to the municipal sewer system. The project is set to go out to bid in late April and plans and an application has been submitted to the state for approval.
- b. **Crisis Center of Central New Hampshire and Fellowship Housing Update** – both organizations applied and were awarded CDBG grants in the latest CDBG funding round. The Crisis Center was awarded a public facility grant of \$357,290, for the replacement of their HVAC system for their emergency shelter, as well as renovations for their administrative offices. Fellowship Housing was awarded \$77,000 in a housing grant to repair and upgrade their HVAC system for their property located at 36 Pleasant Street, which consists of nine apartment units and administrative offices. Both are awaiting final approval from Governor and Council.

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

Councilor Champlin made a motion, seconded by Councilor Rice Hawkins, to enter into a non-public session, per RSA 91-A:3, II (c). By a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0, at 12:39 p.m.

Councilor Pierce made a motion, seconded by Mr. Gfroerer, to exit out of the non-public session. By a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0, at 1:23 p.m.

8. **CDAC Meeting Overview:** Due to the COVID-19 “Coronavirus” Pandemic, CDAC met via the online Zoom platform to resume the public meeting. This required a new Zoom session. As such, Mr. Walsh read the following statement into the record:

Welcome back to the April 22, 2020 electronic meeting of the Community Development Advisory Committee. We are meeting electronically due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

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9. Roll Call Attendance –

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Michael Gfroerer, Councilor Erle Pierce, Councilor Zandra Rice Hawkins, and Nadine Salley, were all present. Each attendee stated that there were no individuals in the room with them.

Absent: Councilor Linda Kenison, Councilor Jennifer Kretovic, and Janet Sprague were absent.

Staff: Matt Walsh, Director of Redevelopment, Downtown Services & Special Projects and Donna Muir, Community Development Specialist were present. Both staff members stated that there were no other individuals in the room with them.

Public Attendees: No members of the public were in attendance.

10. Sealing of Minutes/Reports –

Councilor Champlin made a motion, seconded by Councilor Rice Hawkins, to seal the minutes of the non-public session and any associated staff reports, per RSA 91-A:5, IV. By a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0, at 1:28 p.m.

11. Action re: Revolving Loan Fund Application –

Councilor Champlin made a motion, seconded by Councilor Pierce, to authorize the City Manager to enter into a loan participation agreement in an amount of up to \$287,000 for 25 years at 6% interest rate with the Capital Regional Development Council (CRDC) to support the acquisition and development of real estate,

located at 51 Antrim Avenue within the Concord Airport Industrial Park, into a new \$4.1 million, 15,600SF corporate headquarters and laboratory for Eastern Analytical, Inc. (EAI). By a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0.

12. Adjournment –

Councilor Champlin made a motion, seconded by Councilor Pierce, to adjourn the meeting. By a Roll Call Vote as follows: Chair Bart – in favor, Councilor Champlin – in favor, Mr. Gfroerer – in favor, Councilor Pierce – in favor, Councilor Rice Hawkins – in favor, Ms. Salley – in favor; Motion passed 6/0/0, at 1:42 p.m.

Respectfully Submitted,

*Donna Muir
Community Development Specialist*

DRAFT