

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
DRAFT MINUTES OF JUNE 28, 2017**

The Community Development Advisory Committee (CDAC) met on June 28, 2017, in the Second Floor Conference Room, City Hall, 41 Green Street.

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

Absent: Councilor Mark Coen, Councilor Allan Herschlag, Councilor Keith Nyhan, and Janet Sprague

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

Guest: Donna Lane, City's Grant Consultant
Mary Jane Wallner, Executive Director, Merrimack Valley Day Care Center
Dale Phillips, 294 Portsmouth Street

1. Minutes of February 22, 2017 Meeting

The Chair asked that the minutes be reviewed and approved. Councilor Kenison moved to accept the minutes as presented. Councilor Champlin seconded the motion. Ms. Salley asked that the minutes be amended to correct a three-word omission on the bottom of page 2. The minutes should read "...to be impressed *by the work* being done by City staff..." Councilor Kenison amended her motion to accept the minutes as amended and Councilor Champlin seconded the amended motion. Motion passed unanimously.

2. CDBG Grants Update

a. Merrimack Valley Day Care Center Progress Public Hearing

Mr. Walsh introduced Donna Lane, the City's grant consultant, and Mary Jane Wallner, the executive director of the Merrimack Valley Day Care Center. Ms. Lane stated a progress public hearing must be held for all CDBG grants.

Ms. Wallner explained that the project is almost complete and final work is being done on the last classroom. There was more work than anticipated in this room because mold was found behind two walls.

Ms. Lane said that this project originally began as a sprinkler installation. Instead of installing the sprinkler system, egress doors have been added to bring the building into fire regulation compliance. The new doors are glass and brighten up the entire area of the center.

Ms. Wallner praised Milestone Construction, stating that they are doing an excellent job managing the project. She added that all contractors have been working very safely and professionally which is especially important as the daycare has remained in operation during construction activities. She said that the new furnace, hot water heater, and roof are all done as well as the new fire alarm system, which is now tied directly to the fire department.

The Chair opened the public hearing and asked if anyone from the public had any comments. Hearing none, the Chair closed the public hearing.

Ms. Lane expressed appreciation to CDAC members for their support of this project.

b. Concord YMCA Update

Ms. Lane stated that the YMCA is in the process of converting from steam to gas as part of their CDBG project and have hired a contractor. The YMCA issued a Request for Qualifications (RFQ) for an architect to draw up the plans for all the other work and will be holding interviews on July 6th. The elevator work will be bid completed separately from the rest of the project in the fall.

c. Community Bridges Training Funds Request through CDBG's Economic Development Fund

Ms. Lane said that she will be working with Community Bridges to apply for CDBG economic development funds, as a result of their recent proposal to the City now that the federal government has released CDBG funds for Fiscal Year 2017. She will keep CDAC and City staff apprised.

3. **Revolving Loan Fund**

a. Merrimack Valley Day Care Update

Ms. Wallner explained that CDBG funding for this project has almost been completely spent down and she will need to access about \$120,000 from the Revolving Loan Fund loan that was approved in July 2015 and reaffirmed in February 2017. City staff will follow up with Ms. Wallner to finalize the paperwork to process the loan.

b. Dale & Patricia Phillips – 294 Portsmouth Street

Ms. Muir provided CDAC members with an overview of the loan request from Mr. & Mrs. Phillips of 294 Portsmouth Street. The Phillips wish to connect to the City's water system because their artesian well has become contaminated. They are asking for up to \$13,500, including contingency, from the Revolving Loan Fund.

Ms. Muir explained that the Phillips meet all the requirements of the Program Income Reuse Plan (PIRP). Although the Mr. & Mrs. Phillips have acknowledged that they have enough funds in savings to cover the costs of converting to City water, they would prefer not to withdraw a large amount from their savings and risk not having enough to last throughout their retirement. They are also concerned that current and possible future health issues may result in large medical bills.

City staff is recommending approval of this application in an amount not to exceed \$13,500, at 3% interest, for a term between three and seven years, dependent upon the wishes of the applicants.

Mr. Phillips stated that they are looking for a term of five years depending on the final amount of the loan. He also acknowledged the ability to pay for the connection to the City's water system, but reiterated that they would prefer not to withdraw funds from their savings account for the reasons previously stated.

Mr. Gfroerer moved to approve Mr. & Mrs. Phillips request for a Revolving Loan Fund loan in an amount up to \$13,500, at 3% interest, for a term of three to seven years, to be determined by City staff and the applicant. Councilor Champlin seconded the motion. Motion passed unanimously.

c. Loan Status and Account Balance Report

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

4. Adjournment: The meeting adjourned at 12:36 p.m.

Respectfully Submitted,

*Donna Muir
Community Development Specialist*

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