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DRAFT
Community Development Advisory Committee
Meeting Minutes
May 22, 2024

Committee Members in Attendance:

Chair Jeff Bart; Mayor Byron Champlin; Councilor Paula McLaughlin; Councilor Stacy Brown; Michael Gfroerer; Kalamoh Donzo; Travis Craig; and Janet Sprague (*arrived at 12:01 p.m.*)

Absent:

Councilor Jeff Foote; Councilor Judith Kurtz

Staff:

Tim Thompson, AICP, Assistant Director of Community Development

Public:

Stephanie Patrick, Disability Rights Center – NH

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

Adoption of January 25, 2024 Minutes (Public & Non-Public)

Mayor Champlin moved the approval of the November 13, 2023 public & sealed, non-public minutes. Councilor Brown seconded the motion. The motion passed by a unanimous voice vote.

Revolving Loan Fund Status Report

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

Loans in Portfolio: 12

Pending Disbursement: *Top of the Hill Cooperative* closing on May 22, 2024
Potential Deferred Loan to be discussed by CDAC on May 22, 2024

Outstanding Balance (All Loans): \$807,822.44 (principal only)

Funds Available to Lend: Approximately \$567,000

Community Development Block Grants – Planning Grant Application - Community Justice Center (\$25,000): *Proposal to hire a firm to assess the space needs and requirements, develop a space plan and conduct site analyses of potential buildings, etc., for 603 Legal Aid, Disability Rights Center-New Hampshire, and New Hampshire Legal Assistance.*

Stephanie Patrick, Executive Director of the Disability Rights Center – NH presented the proposed grant to the committee.

603 Legal Aid (603LA), Disability Rights Center-New Hampshire (DRC-NH), and New Hampshire Legal Assistance (NHLA) are New Hampshire’s three civil legal services providers. They are the statewide, nonprofit law firms serving low-income households, people with disabilities, and older adults. Their civil legal work helps their clients navigate challenges including housing, health care, safety from domestic violence, and education.

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2 603LA, DRC-NH, and NHLA are all headquartered in separate locations in Concord (93 North State Street,
3 64 North Main Street, and 117 North State Street respectively). The 3 organizations are desirous of
4 headquartering together, in a hub for civil legal services they are calling the Community Justice Center in
5 Concord.

6
7 As noted in their request, the Community Justice Center hopes to optimize the experience for members of
8 the public seeking help with civil legal problems by providing:

- 9
- 10 • A welcoming space for all with family-friendly design and features intended to promote
11 accessibility for people with disabilities.
 - 12 • Seamless connection with all available civil legal resources for people visiting in person.
 - 13 • Maximizing coordination between 603LA, DRC-NH, and NHLA; already one another's closest
14 partners, a shared space will further deepen our collaboration.
 - 15 • Reduction of occupancy costs, allowing our organizations to serve more people.

16 The 3 organizations are seeking support from the City to apply for a CDBG planning grant of \$25,000 to hire
17 an architectural firm to assess the space needs and requirements of each organization, develop a space plan
18 and conduct site analyses of potential buildings and/or land for development, and acquire preliminary
19 architectural and engineering designs and cost estimates.

20
21 If successful, the CDBG funding would potentially also be used to hire a consultant to assess the feasibility
22 of and plan for a capital campaign to seek funding from individual donors, foundations and businesses.

23
24 The CDBG planning grant would allow the organizations to prepare to apply for CDBG Public Facility
25 funding in the FY25 and will position themselves to pursue other public and private resources to reach the
26 estimated total project cost of \$4,000,000 - \$6,000,000.

27
28 Councilor Brown asked about the preliminary space needs. Ms. Patrick estimated that there are about 60
29 staff members among the 3 organizations that would need to be accommodated in a new facility.

30
31 Mayor Champlin asked if there were any consideration being given to sharing staff or consolidation. Ms.
32 Patrick said some consolidation in areas like Information Technology may be possible, but given the
33 confidential nature of the legal services the organizations provide it is difficult to consolidate any of the
34 legal services staff.

35
36 Mr. Gfrorer asked if a particular location had been identified. Ms. Patrick stated that the organizations
37 wanted to engage in this feasibility/planning exercise first before committing to any specific location in
38 Concord.

39
40 In response to questions from Mrs. Sprague, Mr. Thompson explained the various CDBG programs and how
41 the City works with the Community Development Finance Authority (CDFA) in the application process, and
42 subgrants any awarded funds to the organizations that come forward with requests. The committee makes
43 recommendations to the City Council, who then make the final decision on making an application or not.

44
45 Mr. Donzo asked about additional sources of funding for eventual construction. Ms. Patrick explained that
46 they organizations were pursuing multiple means of raising capital funds, including other federal and state
47 grants, congressional earmarks, the NH Charitable Foundation, and debt financing.

48
49 Mr. Thompson and Ms. Patrick summarized the residents served by the organizations, and how they qualify
50 for CDBG funding for low-moderate income and those with disabilities.

1
2 Mayor Champlin moved to recommend the City Council authorize the application for the Community Justice
3 Center with CDFA for the CDBG feasibility/planning grant. Mrs. Sprague seconded the motion. The motion
4 passed unanimously.

5
6 **Non-Public Session**

7 Councilor Brown moved to go into non-public session under *RSA 91-A:3, II(c) matters which, if discussed in*
8 *public, would likely affect adversely the reputation of any person, other than a member of this board, unless*
9 *such person requests an open meeting. This exemption shall extend to include any application for assistance*
10 *or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
11 Mayor Champlin seconded the motion. A roll call vote was held and the vote was unanimous in support of
12 the motion. The non-public session began at 12:22 p.m.

13
14 Mayor Champlin moved to come out of non-public session. Councilor Brown seconded the motion. A roll
15 call vote was held and the vote was unanimous in support of the motion. The non-public session ended at
16 12:48 p.m.

17
18 Upon conclusion of the non-public session, Mayor Champlin moved to seal the minutes of the non-public
19 session. Councilor Brown seconded the motion. A roll call vote was held and the vote was unanimous in
20 support of the motion.

21
22 **Revolving Loan Fund (RLF) Applications**

23
24 Mr. Gfroerer moved to direct City staff to proceed with loan closing for a deferred loan of up to \$20,000 for
25 Lisa & William Coulombe for the purpose of demolition and removal of a dilapidated garage and materials
26 that are currently creating a rodent infestation at the property at 17 Canterbury Road. Mrs. Sprague
27 seconded the motion. The motion passed unanimously.

28
29 **Other Business**

30
31 The committee asked Mr. Thompson to provide a summary of the deferred loans in the Revolving Loan
32 Fund portfolio, so that the committee can examine potential options for applying interest to future deferred
33 loans.

34
35 **Adjournment**

36 Mr. Gfroerer moved to adjourn. Councilor Brown seconded the motion. The motion passed unanimously.

37
38 The meeting adjourned at 12:58 p.m.

39
40 *Respectfully submitted,*

41
42
43 *Tim Thompson, AICP, Assistant Director of Community Development*