



CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

Community Development Advisory Committee

DRAFT Meeting Minutes

April 23, 2025

Committee Members in Attendance:

Chair Jeff Bart; Mayor Byron Champlin; Councilor Judith Kurtz; Michael Gfroerer; Travis Craig; and Janet Sprague

Absent:

Councilor Jeff Foote; Councilor Paula McLaughlin; Councilor Stacy Brown; Kalamoh Donzo

Staff:

Tim Thompson, AICP, Assistant Director of Community Development;
Stephanie McKim, Administrative Coordinator

Mr. Bart called the meeting to order at 12:07 p.m.

Adoption of November 20, 2024 Minutes (Public & Non-Public)

Councilor Kurtz moved the approval of both the November 20, 2024 public & non-public minutes. Mayor Champlin seconded the motion. The motion passed by a unanimous voice vote.

Non-Public Session

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

Councilor Kurtz moved to come out of non-public session. Mr. Craig seconded the motion. A roll call vote was held and the vote was unanimous in support of the motion. The non-public session ended at 12:18 p.m.

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

Revolving Loan Fund Status Report

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

1 Ms. Sprague inquired about the loans that are deferred until property is sold.

2
3 Mr. Thompson confirmed the current deferred loans have deferred payments with 0% interest until either
4 transfer or refinance of property.

5
6 **Other Business**

7
8 Mr. Thompson has had several people contact him regarding the Revolving loan fund but at this time he
9 does not have an application to present to CDAC. He anticipates the next time CDAC may need to meet is
10 July should there be a need for any Community Development Block Grant (CDBG) application
11 recommendations.

12
13 Discussion ensued regarding issues with past short sales, collection of RLF payments, federal CDBG grant
14 funding, and revolving loan funding.

15
16 Mr. Thompson reported Top of the Hill Mobile Home Park loan are looking to refinance their line of credit
17 with the Community Development Finance Authority and ROC-NH as their current line of credit with them
18 is at a 10% interest rate. This would enable the park to redevelop one of the lots to sell. ROC-NH is working
19 with the co-op to increase their line of credit and change the interest rate to 0%. The City's revolving loan is
20 in first lien position should there be any repayment issues, and did not object.

21
22 Mr. Thompson reported the close out of CDBG's Concord Coalition to End Homelessness a 6 South Street
23 Concord. He reported all the CDBG projects have turned out well. He expects to see a project coming
24 forward in the next year or so for additional housing unit for Families in Transition once the planning
25 grants have been completed, assuming federal funding remains in place for the program.

26
27 **Adjournment**

28 Chair Bart moved to adjourn. Mr. Craig seconded the motion. The motion passed unanimously.

29
30 The meeting adjourned at 12:56 p.m.

31
32 *Respectfully submitted,*

33
34
35 *Stephanie McKim, Administrative Coordinator of Community Development*