

DRAFT
Community Development Advisory Committee
Meeting Minutes
January 25, 2024

Committee Members in Attendance:

Chair Jeff Bart; Mayor Byron Champlin; Councilor Jeff Foote; Councilor Judith Kurtz; Councilor Stacy Brown; and Michael Gfroerer

Absent:

Councilor Paula McLaughlin; Kalamoh Donzo; and Janet Sprague

Staff:

Tim Thompson, AICP, Assistant Director of Community Development; Matt Walsh, Deputy City Manager - Development;

Public:

Travis Craigue, Bank of NH (potential future committee member)

Mr. Bart called the meeting to order at 12:03 p.m.

Welcome and Introductions

Chair Bart, returning committee members, and staff introduced themselves to newly appointed Council members Bart and Kurtz.

Mr. Walsh and Mr. Thompson gave an overview of the committee and its responsibilities for the new members (and potential future member, Mr. Craigue who was in attendance). They highlighted the Revolving Loan Fund, citing some recent examples of loans (both for assisting low- and moderate-income residents and to promote economic development) and emergency grants previously awarded.

Mr. Gfroerer stated that in his experience on the committee (over 20 years), that the RLF is a lender of last resort for local residents that have exhausted their options for conventional financing/lending. Mayor Champlin added that often times the RLF is one of the last backstops that will keep residents in their homes and help prevent potential homelessness. Councilor Kurtz asked about how the program is publicized for people. Staff and Chair Bart explained that the Human Services (welfare) department is aware of the program, as are many community service providers, all of whom know how to direct people to the program when necessary.

Staff then gave an overview of the Community Development Block Grant (CDBG) program and CDAC's role in the process.

Councilor Foote asked about the state and federal entities involved in CDBG. Councilor Kurtz asked about entitlement communities. Staff explained that Concord is not an entitlement community for CDBG, which is a community that receives funds direct from the federal government via the Department of Housing and Urban Development (HUD). Concord instead competes with all other non-entitlement communities in the state for CDBG funds, which are administered through the NH Community Development Finance Authority (CDFA) and the Governor and Executive Council.

Announcement of Chair

1 Mayor Champlin announced that Mr. Bart was his appointment, per the CDAC ordinance, to continue as the
2 committee's Chair for this term.

3
4 **Adoption of November 13, 2023 Minutes (Public & Non-Public)**

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

7
8 **Community Development Block Grants – Update on January 2024 Proposals and Status Reports**

9 Mr. Thompson and Mr. Walsh reviewed the following items with the committee:

10
11 • **January 2024 Proposals**

- 12
13 ○ Dakota Partners, 103 Old Loudon Road: Dakota Partners was the primary CDAC
14 recommended funding priority for the January round of CDBG funding, seeking Housing
15 funds for the Leavitt Farm project at 103 Old Loudon Road, as it held the promise of
16 creating many new low-moderate income housing units during the current housing crisis
17 locally and statewide.

18
19 Unfortunately, Dakota was unsuccessful in obtaining tax credit funding from NH Housing
20 Finance Authority (a critical component of the project's funding), and more importantly, is
21 unable to qualify as a Community Based Development Organization (CBDO) which is
22 required for construction of new housing units under the CDBG rules. As such, they are
23 unable to proceed with the CDBG application, and per the attached letter have withdrawn
24 their request for the City to proceed with the CDBG application on their behalf (City Council
25 officially accepted the withdrawal at their January 8, 2024 meeting).

- 26
27 ○ Fellowship Housing Opportunities Inc: Fellowship Housing Opportunities Inc was the
28 secondary priority from CDAC, given the smaller scope of project (when compared to the
29 proposal from Dakota Partners), and smaller impact on low-moderate housing creation.

30
31 Because Fellowship's application was a secondary priority, CDAC advised them to seek their
32 CDBG funding application through Merrimack County. City Staff was informed on Friday
33 December 22, 2023 that Merrimack County is indeed submitting the application for CDBG
34 funds on Fellowship Housing's behalf, and that the City no longer needs to proceed with the
35 application behalf (City Council officially accepted the withdrawal at their January 8, 2024
36 meeting).

37
38 • **Status Updates:**

- 39
40 ○ Concord Center to End Homelessness: The Coalition, or a related entity to be determined, is
41 purchasing 6 South State Street and renovating it into 8 one-bedroom apartments for
42 persons exiting homelessness. The total project cost is approximately \$2.5 million (or
43 \$312,500 / unit), of which \$500,000 will be funded by Community Development Block
44 Grant funds secured by the City.

45
46 Property acquisition is expected in the Spring of 2024. Renovations will take approximately
47 1 year to complete. Of the total \$500,000 in Community Development Block Grants secured
48 by the City, \$475,000 to be applied to the purchase price of \$610,000. The City retained
49 the remaining \$25,000 of grant funds for administrative costs.

- 1
2 ○ Crisis Center of Central New Hampshire: The Crisis Center acquired 27 Warren Street in
3 June 2023 to serve as its new headquarters and primary support facility for its clientele, the
4 majority being low and moderate income. The total project cost was \$930,000+/-, of which
5 \$500,000 was funded by CDBG secured by the City. The renovations were completed and
6 CCCNH began operating out of the facility in November 2023. The project is complete.
7

8 Of the total \$500,000 in Community Development Block grants secured by the City,
9 \$475,000 were applied to the purchase price of \$600,000. The City retained the remaining
10 \$25,000 of grant funds for administrative costs.
11

12 It is worth noting that 27 Warren Street was previously owned and occupied by
13 Warrenstreet Architects, whom recently vacated the property and opened a new office 4
14 Crescent Street, Penacook. The Penacook property was once part of the former Allied
15 Leather Tannery site, which was redeveloped by the City in partnership with DEW
16 Construction of Williston in 2011. DEW developed the property into a multitenant office
17 building. In addition to Warrenstreet, the property is also occupied by Concord Hospital's
18 Penacook Family Physicians practice. The portion of the facility recently acquired and
19 occupied by Warrenstreet Architects had been vacant since the property was redeveloped
20 in 2011.
21

- 22 ○ Penacook Boys & Girls Club: The Boys and Girls Club of Central New Hampshire merged
23 with the Penacook Community Center in 2022. Following the merger, the Boys and Girls
24 Club embarked on a project to replace the former Penacook Community Center located at
25 76 Community Drive.
26

27 Construction of the new facility at 76 Dolphin Street began in July 2023. The project is
28 scheduled for completion in spring of 2024. The majority of beneficiaries will be of low and
29 moderate income. Construction is approximately 50% complete. Total project cost is
30 approximately \$5 million. Of the total \$750,000 in Community Development Block Grant
31 funds secured by the City for this project, \$725,000 are being applied toward construction
32 and \$25,000 are being retained by the City for administrative costs.
33

34 The project also new City branch library and community center, which is being developed
35 via a public-private partnership between the City and the Boys and Girls Club. Specifically,
36 the City's new facility is being developed by the Boys and Girls Club and will be acquired by
37 the City upon completion of construction as well as a condominium subdivision which will
38 establish separate units for the Boys and Girls Club and City Library facilities. The City's
39 budget for the new Library and Community Center is \$1.3 million. None of the CDBG funds
40 are being applied towards the City's new facilities.
41

- 42 ○ Christ The King Food Pantry: a considerable amount of time, the Roman Catholic Bishop of
43 Manchester determined that accepting the CDBG funding for the project is not in their best
44 interest, and their CDBG request was withdrawn (CDFA accepted the withdrawal in
45 December 2023).
46

47 **Non-Public Session**

48 Mayor Champlin moved to go into non-public session under *RSA 91-A:3, II(c) matters which, if discussed in*
49 *public, would likely affect adversely the reputation of any person, other than a member of this board, unless*

1 *such person requests an open meeting. This exemption shall extend to include any application for assistance*
2 *or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
3 Councilor Kurtz seconded the motion. A roll call vote was held and the vote was unanimous in support of
4 the motion. The non-public session began at 12:42 p.m.

5
6 Mr. Gfroerer moved to come out of non-public session. Councilor Kurtz seconded the motion. A roll call vote
7 was held and the vote was unanimous in support of the motion. The non-public session ended at 1:05 p.m.

8
9 Upon conclusion of the non-public session, Councilor Kurtz moved to seal the minutes of the non-public
10 session. Councilor Brown seconded the motion. A roll call vote was held and the vote was unanimous in
11 support of the motion.

12 13 **Revolving Loan Fund (RLF) Applications**

14
15 Mr. Gfroerer moved to direct City staff to proceed with loan closing for the 2019 Top O' The Hill Co-Op
16 \$335,000 revolving loan per the following terms: consistent with CDAC's approval in 2019 the loan term
17 shall be 30-year amortization at a 3% annual interest rate, subordination of all ROC-NH/Community Loan
18 Fund debt to the City's loan, and further to extend the CDAC deadline for closing the loan to June 30, 2024.
19 Councilor Kurtz seconded the motion. The motion passed unanimously.

20 21 **Other Business**

22
23 The committee discussed the future meeting schedule, and confirmed that the Committee will only meet as
24 necessary to conduct business in accordance with their charge.

25
26 Mr. Thompson stated that he would send to the committee a copy of the RLF's Program Income Reuse Plan
27 as a refresher for members, particularly the newly appointed Council members.

28
29 Mr. Walsh brought up an inquiry staff had received for a potential RLF application to use RLF funds to
30 renovate manufactured homes that are set to be auctioned in the coming days (if the interested party was
31 successful in the auction). The consensus of the committee was that it would not be in line with the goals of
32 the RLF program to support such a loan.

33 34 **Adjournment**

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

36
37 The meeting adjourned at 1:12 p.m.

38
39 *Respectfully submitted,*

40
41
42 *Tim Thompson, AICP, Assistant Director of Community Development*