

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF JANUARY 25, 2017**

The Community Development Advisory Committee (CDAC) met on January 25, 2017, in the Second Floor Conference Room, City Hall, 41 Green Street.

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Councilor Mark Coen, Michael Gfroerer, Councilor Allan Herschlag, Councilor Linda Kenison, and Janet Sprague

Absent: Councilor Keith Nyhan and Nadine Salley

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

1. Minutes of November 3, 2016 Meeting: The Chair asked that the minutes be reviewed and approved.

Councilor Champlin moved to accept the minutes as presented. Councilor Coen seconded the motion. Motion passed unanimously.

2. Revolving Loan Fund Loan / Grant Requests

a. Emergency Grant Request – Constance Boardman, 37 Alice Drive, Unit 61

Mr. Walsh provided an overview of Ms. Boardman's emergency grant request, explaining that Ms. Boardman was referred to the City by a local social service agency. Ms. Boardman had been without heat and hot water for a week, as her furnace needed to be replaced.

The Program Income Reuse Plan (PIRP) limits an administrative approval for an emergency grant to no more than \$5,000; the total amount for this request was \$6,000.00. Mr. Walsh contacted CDAC Chair, Jeff Bart, to discuss the situation and to get his input regarding exceeding the \$5,000 limit without CDAC's previous consent. Mr. Bart concurred that exceeding the \$5,000 limit in this instance was the appropriate course of action given cold winter conditions, the fact the applicant had been without heat for a week, and that arranging a CDAC meeting to consider the request would further delay the repair. Therefore, it was decided that staff would proceed with arranging for the repair; however staff would make a full report to CDAC at its next regularly scheduled meeting .

The \$6,000 grant is considered a deferred loan, with a zero percent interest rate per annum, with repayment deferred until such time as the owner leases, sells, or conveys any interest in the property. A Deferred Loan Agreement will be signed by the applicant and the agreement will be recorded at the Merrimack County Registry of Deeds, creating a lien on the property.

Councilor Champlin moved to affirm the action taken by City staff and Chairman Bart. Mr. Gfroerer seconded the motion. Motion passed unanimously.

b. Grant Request – Christine Campbell, 141 North State Street

Mr. Walsh provided an overview of Ms. Campbell's grant request for the repair and renovation of the sole bathroom at her home at 141 North State Street. In the past, Ms. Campbell has received funds through the

City in the form of a Community Development Block Grant of \$13,817 to make numerous repairs to her property, and a Revolving Loan Fund grant of \$15,000 to replace the furnace at the property.

Ms. Campbell approached the City about three months ago asking for a grant to repair and renovate the bathroom. She provided two estimates ranging from \$15,680 to \$18,800. City staff is requesting CDAC approve a deferred loan of up to \$22,500. The intent of the additional funding would be to provide sufficient budget to potentially renovate the bathroom so it would be ADA compliant, as Ms. Campbell has an adult daughter with severe disabilities who lives with her, as well as provide moneys for City permitting fees, and a general contingency to address any unforeseen issues which might be encountered during renovations. Ms. Campbell has no debt on property and her income from Social Security Disability is minimal. CDAC members discussed the request in detail.

Councilor Champlin moved to grant Ms. Campbell's request for a deferred loan in an amount up to \$22,500 for the bathroom repair and renovation. Councilor Kenison seconded the motion. Motion passed unanimously.

c. Emergency Grant Request – Carol Dunlap, 78 Fairfield Drive

Mr. Walsh explained that Ms. Dunlap contacted the City requesting assistance to have her heating system repaired. The application process was completed and an administrative approval was provided for up to \$400 for the repairs to Ms. Dunlap's heating system. The work was performed by P & M Heating. The owner of P & M Heating subsequently advised the City that his company would not seek reimbursement for the work. Although no Revolving Loan Funds were encumbered by this project, Mr. Walsh wanted to keep CDAC apprised.

d. Loan Request – John & Sheri Raffensberger, 11 – 13 Holt Street

Mr. Walsh stated that Mr. & Mrs. Raffensberger have contacted the City to discuss a possible Revolving Loan Fund loan for lead abatement at a property they own at 11 – 13 Holt Street. This request is in the very early stages and the property owner has also talked with the NH Housing Finance Authority. At this time there is an Order of Lead Hazard Reduction on the Holt Street duplex. City staff has discussed this potential application with the Capital Regional Development Council, as CRDC has Brownfields Revolving Loan Fund Program that may be appropriate to use in this instance. Mr. Walsh stated that the City would keep CDAC informed.

3. Revolving Loan Fund

a. Amending PIRP to Increase Amount for Administrative Approval of Emergency Grants / Deferred Loans

Given the situation encountered with the Boardman emergency grant request (discussed above), staff felt it was appropriate to discuss potentially changing the funding limit on those projects which staff may administratively approve. Currently, staff is only authorized to approve emergency projects in the amount of \$5,000 or less, which was established several years ago. Discussion ensued about potentially increasing this amount to \$10,000. Ultimately, because the Boardman application was the first time this circumstance has been encountered regarding the \$5,000 cap, CDAC asked staff to monitor usage of the emergency grant program to see whether additional situations arise which might further justify revisiting the \$5,000 limit in the future.

The consensus of CDAC members was to leave the administrative approval amount at its current limit of \$5,000.

b. Loan Status and Account Balance Report

Ms. Muir provided an overview of the status of the Revolving Loan Fund. Councilor Coen asked about the status of Deanna Bennett's loan, as she has not made a payment since November 2009. CDAC had previously suggested that no further collection action would be taken on this loan. CDAC reaffirmed that it would not be prudent to write off this loan, as there is a mortgage lien on the property ensuring that the City will recover its money, together with interest and penalties, whenever the property might be sold or conveyed in the future.

4. Ongoing CDBG Grants Update

- a. Merrimack Valley Day Care – Staff provided a brief update and reported that various value engineering options were being implemented as the original project scope was nearly double the amount of available funding. Staff also reported that the new roof was recently completed as part of the project. Lastly, staff reported that it was very unlikely that MVDC will close on the \$200,000 loan the City previously approved for the project. Staff will attempt to get written confirmation from MVDC stating their intentions regarding the loan.
- b. Concord YMCA – Staff reported that the Concord YMCA application for the CDBG grant is due on January 30, 2017. The grant recipients will be announced in April.

5. Other Business

CDAC members discussed the status of the Remi Block including its proposed opening date of March 2017 and the heating system being utilized in the building.

CDAC members discussed Concord Steam's pending closure and the availability of monies from the Merrimack County Savings Bank for conversion from steam by property owners.

6. Adjournment: The meeting adjourned at 1:06 p.m.

Respectfully Submitted,

*Donna Muir
Community Development Specialist*