



CITY OF CONCORD

New Hampshire's Main Street™

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE Minutes August 23, 2023

Committee Attendance:

Jeff Bart, Chair
Candace Bouchard, Council Representative
Jim Bouley, Council Representative
Michael Gfroerer
Zandra Rice Hawkins, Council Representative
Janet Sprague

Staff Attendance:

Matt Walsh, Deputy City Manager - Development

- 1) **Welcome and Introductions:** Jeff Bart welcomed those in attendance and provided a brief overview of the agenda.
- 2) **Adoption of Minutes:** Candace Bouchard moved adoption of the November 16, 2022 minutes as presented. Janet Sprague seconded the motion. The motion carried on a unanimous voice vote.
- 3) **Community Development Block Grants**
 - a) January 2024 Application Round (Housing and Public Facilities)
 1. Dakota Partners 98 Unit Affordable Housing Project 103 Old Loudon Road: Mr. Walsh informed the Committee that City Administration plans to initiate the customary Request for Proposals (RFP) process to solicit potential projects from community partners for the January 2024 application round for the NH Community Development Finance Authority's Community Development Block Grant (CDBG) Program. Mr. Walsh reported that Dakota Partners, a Massachusetts based developer currently constructing approximately 200 units of workforce housing on Langdon Avenue, has expressed interest in potentially seeking CDBG funds for a new 98-unit workforce project they are planning at 103 Old Loudon Rd. Mr. Walsh explained the schedule of the RFP. The Committee supported issuance of the RFP.
 - b) Status Reports
 1. Concord Coalition to End Homelessness (\$500,000 / 2023): Mr. Walsh explained that these funds are for the acquisition and renovation of property located at 6 South State Street. Mr. Walsh indicated that the project would commence in late 2023 / early 2024.
 2. Crisis Center of Central New Hampshire (\$500,000 / 2023): Mr. Walsh explained that these funds were used to acquire property located at 27 Warren Street by the Crisis Center of Central New Hampshire to provide office space to support victims of

domestic and sexual violence. The property has been acquired and the project is now complete.

3. Boys and Girls Club Penacook Facility (\$750,000 / 2022): Mr. Walsh explained that these funds are being used to develop a new Boys and Girls Club facility at 76 Community Drive. The project is under construction and slated for completion in summer 2024.
4. Christ the King Food Pantry (\$750,000 / 2022): Mr. Walsh explained that these funds will be used to develop a new food pantry at the Christ the King property located on South Main Street. He explained the project is delayed as the Catholic Diocese is uncomfortable with CDBG surety requirements concerning a performance mortgage on the property to ensure the property is used primarily to benefit low-and-moderate income people for the term of the CDBG compliance period.

4) **Revolving Loan Fund Program**

a) Status Reports

1. Top O' the Hill Manufactured Housing Co-Operative: January 23, 2019 Loan Approval (\$335,000 @ 3%, 30 Years): Mr. Walsh provided a brief overview of this loan application. He reminded the Committee that on January 23, 2019, CDAC approved a loan of up to \$335,000 for 30 Years at 3% to support utility improvement project at the Park. The loan served as matching funds for a \$500,000 Community Development Block Grant for the same purpose. Said loan approval was authorized prior to the Manufactured Housing Cooperative's acquisition of the park, and was based on a preliminary pro forma provided by the Cooperative and ROC NH. Although the utility project was completed, the City's loan never closed due to title issues on the property. As such, ROC NH provided a loan on an interim basis in lieu of the City's loan.

On November 16, 2022, CDAC extended its loan approval to January 31, 2024.

Title issues were resolved in March 2023. Mr. Walsh reported that staff will review the Top O' The Hill Cooperative's financials to confirm revenue and expenditure assumptions in original 2019 pro forma to actuals for the Park, as well as verify that the Cooperative can take on debt service for the City's loan within the context of other outstanding debt and remain financially solvent.

2. Payment Status Report: Mr. Walsh presented the Payment Status Report. The report was accepted as presented.

b) Non-public session for the discussion of an application to the Revolving Loan Fund in accordance with RSA 91:A:3, II (c)

1. Application for deferred loan for emergency sanitary sewer connection due to failed on-site septic system: Candace Bouchard moved to enter non-public session at approximately 12:25PM. Zandra Rice Hawkins seconded the motion. The motion carried on a unanimous vote.

The Committee exited the nonpublic session at approximately 12:45PM. Candace Bouchard moved to seal the minutes of the nonpublic session. Janet Sprague seconded the motion. The motion carried unanimously.

- 5) **Other Business:** Next meeting will be in October or November, depending on the RPF for potential CDBG Projects.
- 6) **Adjournment:** The meeting adjourned at 12:52PM.

Respectfully,

Matthew R. Walsh, Deputy City Manager - Development