



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

**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 Craig, 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 Foote 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. Craig 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**

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

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

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

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

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

- **January 2024 Proposals**

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

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 As such, they are unable to proceed with the CDBG application, and per the attached letter have withdrawn their request for the City to proceed with the CDBG application on their behalf (City Council officially accepted the withdrawal at their January 8, 2024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

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

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

- **Status Updates:**

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

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

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

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

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

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

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

The project also new City branch library and community center, which is being developed via a public-private partnership between the City and the Boys and Girls Club. Specifically, the City's new facility is being developed by the Boys and Girls Club and will be acquired by the City upon completion of construction as well as a condominium subdivision which will establish separate units for the Boys and Girls

Club and City Library facilities. The City's budget for the new Library and Community Center is \$1.3 million. None of the CDBG funds are being applied towards the City's new facilities.

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

### **Non-Public Session**

Mayor Champlin 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.* Councilor Kurtz 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 12:42 p.m.

Mr. Gfroerer moved to come out of non-public session. Councilor Kurtz 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 1:05 p.m.

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

### **Revolving Loan Fund (RLF) Applications**

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

### **Other Business**

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

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

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

### **Adjournment**

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

The meeting adjourned at 1:12 p.m.

*Respectfully submitted,*

*Tim Thompson, AICP, Assistant Director of Community Development*