

**CITY OF CONCORD
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF NOVEMBER 18, 2020**

The Community Development Advisory Committee (CDAC) met virtually via Zoom, on November 18, 2020, beginning at 12:00 p.m.

Attendees: Chair Jeff Bart, Councilor Byron Champlin, Councilor Erle Pierce, Councilor Zandra Rice Hawkins, Councilor Linda Kenison, and Janet Sprague

Absent: Councilor Jennifer Kretovic and Michael Gfroerer

Staff: Matt Walsh, Director of Redevelopment, Downtown Services, and Special Projects

Public Attendees: Donna Kerwin Lane, City's CDBG Consultant, Terry Sturke, Riverbend Community Mental Health, Inc.

- 1. Call to Order and Meeting Overview:** Chair Bart called the meeting to order at 12:05 p.m. Mr. Walsh read the COVID-19 "Coronavirus" Pandemic public meeting notice into the record. Due to the Covid-19 Pandemic, CDAC met via the online Zoom platform.
- 2. Roll Call Attendance:** Roll call attendance was taken. Due to the virtual on-line zoom format, all members in attendance noted their location and whether anyone from the public was present with them in accordance with the Governor's Emergency Orders.
- 3. Nadine Salley Resignation:** Mr. Walsh reported that Ms. Salley resigned from CDAC on October 19, 2020. Mr. Walsh explained that Ms. Salley recently retired from the NH Community Loan Fund and relocated to Rhode Island. The Committee praised Ms. Salley's contributions to CDAC and stated that she would be missed. Mr. Walsh stated that it would be desirable for Ms. Salley's replacement to have commercial banking expertise.
- 4. Adoption of the Minutes:**
 - a. April 22, 2020 (Public):** Councilor Rice Hawkins moved to approve the minutes as presented. Councilor Champlin seconded. The motion carried unanimously on a roll call vote.
 - b. April 22, 2020 (Nonpublic):** Councilor Pierce moved to approve the minutes as presented. Councilor Rice Hawkins seconded. The motion carried unanimously on a roll call vote.
- 5. January 2021 Community Development Block Grant:** Mr. Walsh explained that the New Hampshire Community Development Finance Authority (NHCDFA) is the state agency responsible for administering the US Department of Housing and Urban Development's (USHUD) Community Development Block Grant (CDBG) program in New Hampshire.

Each year, the NHCDFA holds two CDBG application rounds, typically in January and July, to support housing and public facility projects that primarily benefit low- and moderate-income individuals and households.

Types of CDBG grants available are as follows:

- **Housing:** This type of CDBG grant provides funding for the preservation and construction of affordable housing. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$500,000 annually.
- **Public Facilities:** This type of CDBG grant provides funding for the construction of public facilities, such as water and sewer infrastructure, as well as other types of facilities including daycares, homeless shelters, and soup kitchens. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$500,000 annually.

Mr. Walsh reported that on September 23, 2020, City Administration, on behalf of the Community Development Advisory Committee (CDAC), issued a Request for Proposals (RFP) to solicit potential CDBG eligible projects from CDBG eligible entities. Nearly three dozen entities received the City's RFP. Proposals were due on October 23, 2020.

Only one proposal was received. The proposal was from Riverbend Community Mental Health, Inc. ("Riverbend").

Founded in 1963, Riverbend Community Mental Health is a private, not-for-profit, community-based agency whose mission is to care for the mental health of the community. Riverbend provides a full range of quality outpatient and residential behavioral health services for individuals and families. Riverbend's 425 employees served nearly 900 people in 2019. Sixty percent of Riverbend clients receive disability benefits, are on Medicaid or Medicare, and/or are homeless.

Mr. Walsh stated that Riverbend requested CDBG funds to support renovation of the following properties located in Concord:

- Twitchell House (105 Pleasant Street)
- Fayette House (4-6 Fayette Street)
- Pillar House (40 Pleasant Street)
- The CSP Program Building (10 West Street)
- The CHOICES Building (42 Pleasant Street)

The scope of proposed renovations varies by property. However, generally speaking, renovations will be focused on a variety of improvements including new windows, updated heating / ventilation / air conditioning systems, new paint and flooring, security system upgrades, and other similar improvements. This is a preliminary scope of work that will likely evolve during the grant application process.

Chair Bart opened a public hearing and asked for input.

Terry Sturke, an employee of Riverbend, addressed CDAC, discussed Riverbend's mission, and reviewed their grant proposal.

Donna Lane, City's CDBG Consultant, supplemented Ms. Sturke's comments and noted that the scope of work was tentative and would be further refined during the grant application process. She also noted that she plans to explore potential opportunities for matching funds.

Member of CDAC discussed Riverbend's unique and important role in the local health system.

Councilor Champlin moved that CDAC recommend to City Council that the City proceed with a CDBG application on behalf of Riverbend Community Mental Health as outlined in their October 23, 2020 proposal. Councilor Kenison seconded. The motion carried unanimously on a roll call vote.

6. **CDBG-CV Update:** Mr. Walsh reported that the City had applied for special CDBG funds associated with the Covid-19 Pandemic. He stated the NHCDFA will be announcing grant awards on November 24, 2020.
7. **CDBG Application Updates:** Donna Kerwin Lane and Matt Walsh provided updates on the following projects:
 - Penacook Landing: CDBG funds were secured support sitework and utility improvements for Phase I of Penacook Landing (34 units of affordable housing). Work was completed on September 7, 2019. The City sold the property to Caleb Development Corporation on September 18, 2019. Phase I of Penacook Landing was completed in October 2020. More than 60% of the units have been rented to this point with full occupancy projected by the end of November. Applications are being processed on an ongoing basis and demand for the new units is brisk.
 - Top of the Hill Manufactured Housing Cooperative: CDBG funds were secured to support connecting the park to the municipal sewer system. As of November, sewer mains have been installed on site and roadways repaired. The system must still be connected to the municipal system in Manchester Street. Once that occurs, dwellings will be connected to the new system.
 - Fellowship House: CDBG funds were secured to repair / renovate / replace their HVAC system. The HVAC system remains under evaluation and the project is ongoing.
 - Crisis Center of Central New Hampshire: CDBG funds were secured to repair / renovate / replace their HVAC system, as well as renovate their third floor into program office space. Design is nearly complete and the project is expected to go out to bid in late December / early January. Construction will take approximately 6-9 months to complete.
8. **Revolving Loan Fund Status Report:** CDAC briefly reviewed the report. There was no discussion.
9. **Other Business:** No other business was brought before CDAC.
10. **Adjournment:** Councilor Champlin made a motion, seconded by Councilor Pierce, to adjourn the meeting. The motion carried unanimously on a roll call vote.

Respectfully Submitted,

Matthew R. Walsh

Director of Redevelopment, Downtown Services, and Special Projects