



**Community Development Finance Authority
Finance Committee Meeting**

**NHCDFA Office
14 Dixon Ave
Concord, NH**

**April 14th, 2026
9:00 AM**

CDFA FINANCE COMMITTEE PRESENT: Diane Fitzpatrick, *Finance Committee Chair*, Benjamin Gaetjens-Oleson, *Board Chair*, Carmen Lorentz, Robert Tourigny, *CDFA Board Member*.

STAFF: Katherine Easterly Martey, *Executive Director*, Ian Hart, *Chief Financial Officer*, Kim Pacocha, *Accounting Director*, Kristin Schneider, *Staff Accountant*.

Ms. Fitzpatrick called the meeting to order at 9:00 AM. Ms. Fitzpatrick noted there were no announcements; there were no members of the public in attendance. There was no public comment.

Ms. Fitzpatrick called for a motion to approve the agenda, as presented.

Motion – 9:00 AM

Ms. Lorentz moved to approve the meeting agenda, as presented. Mr. Gaetjens-Oleson seconded, and the motion carried by a unanimous vote of the Committee.

A. Consent Agenda

Ms. Fitzpatrick called for questions or comments on the March 10th, 2026 draft minutes. None were offered. Ms. Fitzpatrick called for a vote to approve the Consent Agenda.

Motion – 9:03 AM

Mr. Gaetjens-Oleson moved to approve the Consent Agenda. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.

B. FY2026 Q3 Financials – 9:06 AM

Mr. Hart presented the FY 2026 Q3 financials, for the period ending March 31, 2026. In reviewing the balance sheet, income statement, and unrestricted working capital report, he called out faster-than-budgeted spend-down of the Community Center program funds, improved spend-down of CDBG program funds, the closing of one account, the addition of two Certificates of Deposit (CDs), and personnel spending.

Ms. Fitzpatrick called for a vote to approve the FY2026 Q3 Financials, as presented.

Motion – 9:08 AM

Ms. Lorentz moved to approve the financials as presented, Mr. Gaetjens-Oleson seconded, and the motion carried by a unanimous vote of the Committee.

C. Update on Financial Consultant – 9:08 AM

Ms. Easterly Martey provided a briefing on CDFA’s Financial Consultant, BerryDunn. The company would be holding two days of in-person meetings the following week to understand various accounting, budgeting, and program management functions at CDFA. They also provided guidance on performance-based payment compliance for the Rural Health Transformation grant. Draft recommendations were due in June. Ms. Easterly Martey suggested that the Finance Committee and Board may meet in July so that BerryDunn could present its findings and recommendations. The Committee discussed how the consultant would interact with the auditor and the demands on staff.

With no further discussion, Ms. Fitzpatrick moved to the next agenda item.

D. Budget Planning Discussion – 9:32 AM

Mr. Hart provided an update on the developing organization budget, focusing on new and expiring programs, budgetary benchmarks, and other considerations. Regarding the new and expiring programs, he provided the contract budget for the Rural Community Health Infrastructure Programs (RCHIP) and spend-down status of CDFA’s expiring programs: the Community Center Investment Program (CCIP) and CDBG-CV. He discussed scaling for growth, including investing in new staff, maintaining culture, and professional development. The Committee discussed RCHIP funding levels and outstanding projects in CCIP and CDBG-CV. Mr. Hart also suggested budget categories that he would report on at the May 12 meeting, along with a draft budget. The Committee discussed whether it would need one or two meetings in May to review the draft budget in May, but postponed any decision pending the state of the draft budget on May 12.

With no further questions, Ms. Fitzpatrick moved to adjourn the meeting.

E. Adjourn

Motion – 9:39 AM

Mr. Gaetjens-Oleson motioned to adjourn the meeting. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.



Kristin Schneider, Staff Accountant



Diane Fitzpatrick, Chair
CDFA Finance Committee