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**Community Development Advisory Committee
Meeting Minutes
NH Audubon – McLane Center
84 Silk Farm Road
Concord, NH 03301**

Thursday, April 4, 2019

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: John Manning, *Chair*, Joe Doiron; Howie Glynn; Nancy Merrill; Justin Slattery; Bill Ray; Matt Walsh; and Chris Way.

STAFF: Katherine Easterly Martey, *Executive Director*; Shelley Hadfield, *Interim Director of Community Development*; George Hutton, *Director of Tax Credit Programs*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Specialist*; Alex Jette, *Compliance Manager*; and Theresa Upstill, *Administrative Assistant*.

PUBLIC: Donna Lane and Jack McEnany; *CDBG Grant Writers*; Chris Villeneuve, *Tanglewood Cooperative*; Ken Gordon, *Coos County Family Health Services*; Jennifer Ucci and Deborah Mozden, *Turning Points Network*; Jean Secovich, David and Minta L'Ecuyer, *Forest Park Cooperative*; Dennis Goodreau and Eva Pettengill, *Kings Towne Park Cooperative*; Hugh Curley, *town of Epsom*; Anthony Marcotte, *Top of the Hill Cooperative*; Russ Raymond, *Bear View Crossing Cooperative*; Tara Reardon, Chris Monroe, Michelle Supry and Tyler Labrie, *NH Community Loan Fund – ROC-NH*.

Mr. Manning opened the meeting at 2:05 PM and noted a quorum was present.

Mr. Manning called for public comment; none was offered.

Mr. Manning called for a motion to accept the agenda.

Motion – 2:06 PM

Mr. Doiron moved to accept the agenda, as presented. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

A. December 6, 2018, Community Development Advisory Committee Meeting Minutes, as presented – 2:07 PM

Mr. Manning called for questions or comments.

Motion – 2:08 PM

There being none, Mr. Glynn moved to approve the minutes, as submitted. Mr. Slattery seconded and the motion carried by a majority vote of the Committee of 7 yeas and one abstention.

B. Housing and Public Facilities Round – 2:10 PM

Ms. Hadfield reviewed the application process and funding round for the Committee.

• **City of Berlin/Coos County Family Health Services Expansion – \$500,000 – 2:11 PM**

Mr. Hunton presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked if the Northern Border match funds are committed and Mr. Hunton stated yes.

Motion – 2:12 PM

Mr. Ray moved to approve the application with staff recommendations. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

• **Town of Jaffrey/Forest Park Cooperative Infrastructure and Sewer Connection – \$500,000 – 2:13 PM**

Ms. Hadfield presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked what Phase II involves and a representative from the Cooperative stated replacing the portion of the sewer line that was built in the 1980's.

Motion – 2:16 PM

Mr. Way moved to approve the application with staff recommendations. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

• **City of Claremont/Turning Points Network Relocation and Expansion – \$500,000 – 2:17 PM**

Ms. Merrill stated she will recuse from discussion and deliberation of the application as she is an employee of the municipality and left the meeting at 2:18 PM.

Mr. Hunton presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked if there is only one identified tenant and Ms. Merrill stated yes. The Committee asked if the sale of the building is contingent upon selling the other building. Ms. Mozden stated that it is not contingent on the sale of the organization's other building. Turning Point Network hopes to use the other building for transitional housing, but challenges and expenses associated with updating the building might hinder that prospect. The Committee asked who previously occupied the building and Ms. Mozden stated an accounting business before it was abandoned.

Motion – 2:18 PM

Mr. Glynn moved to approve the application with staff recommendations. Mr. Ray seconded and the motion carried by a majority vote of the Committee of seven yeas and one recusal.

Ms. Merrill returned to the meeting at 2:20 PM.

• **City of Concord/Top of the Hill Cooperative Acquisition and Sewer Connection – \$500,000
– 2:21 PM**

Mr. Walsh recused himself from the application stating he is an employee of the City and left the meeting at 2:22 PM.

Ms. Hadfield presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked if they secured their matching funds listed in the recommendation and Ms. Hadfield stated yes, funds were secured in January.

Motion – 2:23 PM

Mr. Glynn moved to approve the application with staff recommendations. Mr. Way seconded and the motion carried by a majority vote of the Committee of seven yeas and one recusal.

Mr. Walsh returned to the meeting at 2:24 PM.

Ms. Hadfield provided a summary of the following four applications stating that CDBG resources supporting the cooperative acquisitions are a unique opportunity. She recognized the significant collaboration and diligent work of all those involved to make these projects possible, including the cooperative residents, ROC-NH, and CDFA staff with HUD guidance. Ms. Hadfield further stated this is a one-time opportunity to secure 900 affordable housing units at a 20-year affordable rate in order to prevent a for-profit business from raising rents beyond the low-to moderate income resident's affordability.

- **Town of Conway/Black Bear Village Cooperative Acquisition – \$500,000 – 2:31 PM**

Mr. Hunton presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- Staff review of Administrative Settlement confirms that it meets CDFA, State and Federal policy and regulations;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for further questions or comments.

- **County of Cheshire/Tanglewood Park Acquisition – \$500,000 – 2:27 PM**

Mr. Hunton presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- Staff review of Administrative Settlement confirms that it meets CDFA, State and Federal policy and regulations;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

- **County of Merrimack/Bear View Crossing Cooperative Acquisition – \$500,000 – 2:34 PM**

Ms. Hadfield presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- Staff review of Administrative Settlement confirms that it meets CDFA, State and Federal policy and regulations;
- The project is able to secure all identified matching funds;

- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

• **Town of Epsom/Kings Towne Crossing Cooperative Acquisition – \$500,000 – 2:36 PM**

Ms. Hadfield presented the application to the Committee and stated the following contingencies apply:

- Sufficient funds are available and allocated by HUD;
- Staff review of Administrative Settlement confirms that it meets CDFA, State and Federal policy and regulations;
- The project is able to secure all identified matching funds;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee and staff discussed the appraisal process and the cost savings for the residents purchasing the cooperatives. The Committee made note of the worthiness of each of these projects and the positive impact on the cooperative residents.

Motions – 2:42 PM

1. Town of Conway/Black Bear Village Cooperative Acquisition – \$500,000

Mr. Glynn moved to approve the application with staff recommendations. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee.

2. County of Cheshire/Tanglewood Park Acquisition – \$500,000

Ms. Merrill moved to approve the application with staff recommendations. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

3. County of Merrimack/Bear View Crossing Cooperative Acquisition – \$500,000

Mr. Walsh moved to approve the application with staff recommendations. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee.

4. Town of Epsom/Kings Towne Crossing Cooperative Acquisition – \$500,000

Mr. Way moved to approve the application with staff recommendations. Ms. Merrill seconded and the motion carried by a unanimous vote of the Committee.

C. Executive Director Update – 2:43 PM

Ms. Easterly Martey stated staff worked closely with HUD on how the cooperative acquisition projects could leverage CDBG resources and comply with federal regulations. CDFA's collaboration with HUD allows the organization to advocate for innovative work throughout the state. Ms. Easterly Martey thanked Tara Reardon at ROC-NH and specifically Mr. Hunton, Ms. Hadfield and Ms. Jette for their work to make this happen.

Ms. Easterly Martey provided the following updates to the Committee:

- CDFA continues to pursue a pathway to an exemption from the State administrative rule process or other form of waiver to increase the flexibility of CDBG funds;
- Upcoming CDBG feasibility application round may be the first competitive round in years based on the potential projects coming together across the state;
- Guided by CDFA's new strategic plan, the organization will look to increase resources it deploys throughout the state in the next three years; and
- The Governor's office is declaring the week of April 22 as Community Development Week, and specifically recognize the CDBG program, with a proclamation presented to CDFA staff and partners on Wednesday, April 17th at 10 AM. Staff will send out an information email on the details for the Committee to attend.

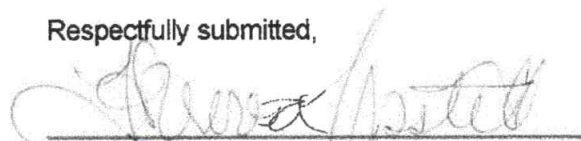
Mr. Way asked about the current status of House Bill 2 and the impact on CDFA. Ms. Easterly Martey stated the bill in its current form includes funding for a Community Development Fund for New Hampshire that would be developed and managed by CDFA. The fund would provide more flexible capital for communities looking to advance local projects.

Mr. Manning called for further business before the Committee.

Adjourn – 2:48 PM

There being no further business before the Committee, Mr. Doiron moved to adjourn the meeting at 2:48 PM. Mr. Ray seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,


Theresa Upstill, Administrative Assistant
John Manning, Chair
Community Development Advisory Committee