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**Community Development Advisory Committee
Meeting Minutes
14 Dixon Avenue, Suite 102
Concord, NH 03301**

Thursday, May 2, 2019

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Katherine Easterly Martey; *Alternate Chair*; Joe Doiron; Howie Glynn; Nancy Merrill; Justin Slattery; Bill Ray; Matt Walsh; and Chris Way.

STAFF: Kevin Peterson, *Director of Economic Development*; Debbie Morin, *Chief Financial Officer*; Shelley Hadfield, *Interim Director of Community Development*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Specialist*; Alex Jette, *Compliance Manager*; and Theresa Upstill, *Administrative Assistant*.

PUBLIC: Aaron Krone, *Northern Community Investment Corporation (NCIC)*; Pat Garvin, *CDBG Consultant*; Anne Duncan Cooley, *Grafton Regional Development Corporation (GRDC)*; and Denise Roy Palmer, *Wentworth Economic Development Corporation (WEDCO)*.

Ms. Easterly Martey opened the meeting at 2:00 PM and noted a quorum was present. Ms. Easterly Martey stated in the absence of Chairman Manning, she was asked to chair the meeting.

Ms. Easterly Martey called for public comment; none was offered.

Ms. Easterly Martey called for a motion to accept the agenda.

Motion – 2:02 PM

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

A. April 2, 2019, Community Development Advisory Committee Meeting Minutes, as presented – 2:03 PM

Ms. Easterly Martey called for questions or comments.

Motion – 2:04 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 6 yeas and one abstention. Abstention due to Committee member not in attendance at April 2019 meeting.

B. 2019 Microenterprise Round/Counties of Grafton and Cheshire - \$844,865 – 2:05 PM

Mr. Slattery recused himself stating his organization is a subrecipient of the funds and left the meeting at 2:06 PM.

Ms. Hadfield reviewed the applications for the Committee noting funding as follows:

REDC	\$147,455
BEDC	\$200,000
NCIC	\$71,000
Hannah Grimes	\$162,455
WREN	\$134,000
UNH/SBDC/Pathways to Work	\$129,955
Total -	\$844,865

Funding is contingent upon the following staff recommended conditions:

1. Sufficient funds are available and allocated to the State by the Department of Housing and Urban Development (HUD);
2. All other usual and customary CDBG contracting terms; and
3. The use of funds conforms with HUD and State regulations.

Ms. Easterly Martey called for questions or comments.

The Committee asked for more information regarding the difficulties mentioned that the Women's Rural Entrepreneurial Network (WREN) encountered and what their current status of operations. Ms. Hadfield stated their Board decided to scale back and close some locations in order to regroup after being over expanded and unable to maintain their growth. They went back to the basics of their programs and are holding more trainings than in the past. They are currently able to focus more on their community needs and plan to reopen the Berlin store location and has also hired back some previous staff. Ms. Hadfield stated she is confident they are on a good track at this time.

Motion – 2:20 PM

Mr. Doiron moved to approve the application, as recommended. Ms. Fox seconded and the motion carried by a majority vote of the Committee of 6 yeas and one recusal.

C. 2019 Business Technical Assistance Program/Grafton County/BEDC - \$265,000 – 2:21 PM

Mr. Peterson reviewed the application for the Committee stating the application is recommended for funding with the following conditions:

1. The project is able to secure all identified matching funds;
2. All other usual and customary CDBG contracting terms; and
3. The use of funds conforms with HUD and State regulations

Ms. Easterly Martey called for questions or comments.

Motion - 2:30 PM

There being none, Mr. Doiron moved to approve the application, as recommended. Mr. Ray seconded and the motion carried by a majority vote of the Committee of 6 yeas and one recusal.

Ms. Merrill mentioned CDFA contacting the statewide consortium of Economic Development Entities in the state who meet annually to notify them of these funds they may qualify to apply and use in their communities.

Mr. Slattery rejoined the meeting at 2:30 PM.

D. Executive Director Update – 2:31 PM

Ms. Easterly Martey stated she would like to thank Ms. Garvin helping CDFA transition the program, at HUD’s request, to document the use of the funds more specifically as well as assisting in a solution to reduce administrative costs to manage the funds.


Ms. Easterly Martey provided updated to the Committee as follows:


1. A 3-day training on the new implementation guide was conducted and was developed and led by Alex Jette;
2. CDFA seeks an exemption like all other state authorities to state regulated rulemaking in order to make access to CDBG funds easier and flexible to meet needs as they are identified; and
3. CDFA is working to amplify its data capacity in order to use the data to redirect funds with ease and in a timely manner.

Ms. Easterly Martey 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. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,


Theresa Upstill, Administrative Assistant


Katherine Easterly Martey, Alternate Chair
CDFA Executive Director