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**Community Development Advisory Committee  
Meeting Minutes  
NH Department of Business & Economic Affairs  
1 Eagle Square, Suite 100  
Concord, NH 03301**

Thursday, July 11, 2019

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: John Manning; *Chair*, Joe Doiron; Howie Glynn; Beth Fox; Chris Miller; and Chris Way.

STAFF: Kevin Peterson, *Director of Economic Development*; Shelley Hadfield, *Director of Housing and Community Development*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Specialist*; and Theresa Upstill, *Administrative Assistant*.

PUBLIC: Dan and Ally Dube, *Compass Innovative Behavior Strategies*; Bob Elliott and Jack Dugan, *Monadnock Economic Development Corporation (MEDC)*; Cody Morrison, Paul Brown, and Todd Cartier, *Town of Newport*; and Michele Cote, *Representative from United States Senator Jeanne Shaheen's Office*.

Mr. Manning opened the meeting at 2:02 PM and noted a quorum was present.

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

**Motion – 2:02 PM**

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

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

**A. June 13, 2019, Community Development Advisory Committee Meeting Minutes, as submitted – 2:03 PM**

Mr. Manning called for questions or comments.

**Motion – 2:05 PM**

There being none, Mr. Doiron moved to approve the minutes, as submitted. Mr. Glynn seconded and the motion carried by a unanimous vote of the Committee.

**B. County of Cheshire/MEDC/Compass Innovative Behavior Strategies – \$300,000 – Exhibit A – 2:06 PM**

Mr. Manning rescued himself from the item and stated he serves on the Board for MEDC; Ms. Fox chaired the meeting.

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

1. Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
2. The project is able to secure all identified matching funds;
3. All other usual and customary CDBG contracting terms; and
4. The use of funds conforms with HUD and State regulations.

Ms. Fox called for questions or comments.

The Committee asked if the employment opportunities listed are to be filled by Keene State College interns or other applicants. Mr. Dube stated the positions will likely be filled by graduates from Keene State College.

Ms. Fox called for further questions or comments.

**Motion – 2:08 PM**

Mr. Way moved to approve the application, as recommended. Mr. Doiron seconded and the motion passed by a majority vote of the Committee of 5 yeas and one refusal.

**Mr. Manning rejoined and chaired the meeting at 2:09 PM.**

**C. Town of Newport/Riverbend Wastewater Pump Station Generator – \$125,925 – Exhibit B – 2:10 PM**

Ms. Hadfield reviewed the application for the Committee and stated the application is recommended for funding with the following conditions:

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

Mr. Manning called for questions or comments.

The Committee discussed possible scenarios if the generator were to fail. The Committee also asked whether there are other funding resources available. Mr. Morrison stated administrative rules require the Town to have an emergency backup generator. If the current generator failed it would trigger environmental violations as well as administrative and code violations.

The Committee asked if an alarm system will be installed as part of the work and if the Town has a backup plan if the generator were to fail before funding is available. Mr. Cartier stated an alarm will be installed with the new system and should it be necessary, the town would seek out a generator which could be used on a temporary basis.

Mr. Manning asked for further questions or comments.

**Motion – 2:16 PM**

There being no further questions, Mr. Glynn moved to approve the application, as recommended. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

**D. CDBG Community Outreach Plan – 2:18 PM**

Ms. Hadfield provided an update on the Action Plan and Consolidated Plan process. CDFA is coordinating with the New Hampshire Municipal Association to distribute a digital survey to solicit public input from grantees, partners, and stakeholders. CDFA will also host listening sessions to further inform CDFA about community needs statewide. The draft Action Plan must be ready by November 15.

The Committee engaged in an overarching discussion about CDBG funds and how they are deployed and utilized statewide. The Committee discussed the importance of engaging municipalities from across the state. Additionally, the Committee stated flexibility from administrative rules exemption will be important to aligning funding priorities with needs unique to each town and city.

**E. CDFA Data Capacity Presentation – 2:30 PM**

Mr. Peterson provided a presentation to the Committee on data capacity and how CDFA plans to leverage data moving forward. CDFA is coordinating with the New Hampshire Fiscal Policy Institute to host an intern to help develop the organization's capacity to utilize data and in two (2) months a draft data index will be ready to review.

Mr. Manning called for further business before the Committee.

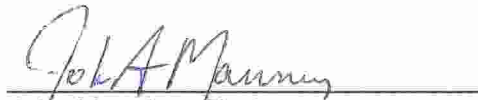
**Adjourn – 2:55 PM**

There being no further business before the Committee, Ms. Fox moved to adjourn the meeting at 2:55 PM. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Theresa Upstill, Administrative Assistant



John Manning, Chair  
CDFA Board of Directors