



14 Dixon Avenue, Suite 102
Concord, NH 03301
Tel: 603.226.2170
Fax: 603.226.2816
www.nhcdfa.org

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

Thursday, November 7, 2019

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: John Manning; *Chair*; Joe Doiron; Ben Gaetjens-Oleson; Howie Glynn; Chris Miller; Matt Walsh; Justin Slattery; Nancy Merrill and Mollie Kaylor.

STAFF: Katy Easterly Martey, *Executive Director*; Kevin Peterson, *Director of Economic Development*; Shelley Hadfield, *Director of Housing and Community Development*; Scott Maslansky, *Director of Clean Energy*; Melissa Latham, *Communications Manager*; George Hunton, *Director of Tax Credit Investment Programs*; and Theresa Upstill, *Administrative Assistant*.

PUBLIC: Melody Ackerman, *Derry Housing Authority*; Matt Trahan and Dave Bolduc, *G.A.L.A. Community Center*; Sheri McCloskey, *Salem Housing Authority*; Cameron Ford and Courtney Hoppe, *HEADREST Inc.*; Chris Bourcier and Alan Blake, *NH Community Loan Fund*; Derek Ferland, *County of Sullivan*; Michael Reinke, *Nashua Soup Kitchen and Shelter*; Keith Thibault, *Southwestern Community Services*; Melissa Richmond and Chris Cheon, *West Claremont Community Music and Arts*; Matt Sullivan, *Town of Wolfboro*; and Sal Steven-Hubbard, *Lakes Region Community Development*.

TELECONFERENCE: James Weatherly, *Southwestern Community Services*.

Mr. Manning opened the meeting at 2:00 PM and noted a quorum was present.

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

Motion – 2:01 PM

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

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

A. September 5, 2019, Community Development Advisory Committee Meeting Minutes, as submitted – 2:02 PM

Mr. Manning called for questions or comments.

Motion – 2:03 PM

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

B. Second Round of Housing and Public Facilities Applications – Exhibit A – 2:04 PM

Mr. Manning stated he and Ms. Merrill have conflicts on three (3) applications and need to recuse themselves. The Committee discussed whether it would be appropriate for Mr. Manning and Ms. Merrill to recuse themselves from the entire round or recuse on individual applications as they are considered by the Committee. The Committee agreed recusals are appropriate for specific applications where a conflict is noted. Each potential conflict will be decided upon individually.

• **County of Hillsborough/Nashua Soup Kitchen and Shelter - \$500,000 – 2:05 PM**

Mr. Hunton 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. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. Confirmation of receipt of Federal Home Loan Bank and Historic Tax Credit Funds has been received before 12/31/2019;
5. All other usual and customary CDBG contracting terms; and
6. The use of funds conforms with HUD and State regulations.

Mr. Hunton stated the project was awarded Historic Tax Credits; it is recommended this funding condition be removed.

Mr. Manning called for questions or comments.

The Committee asked when the Federal Home Loan Bank award would be announced. Mr. Hunton stated the decision will be made December 13, 2019.

Mr. Manning called for further questions or comments.

Motion – 2:09 PM

There being no further questions or comments, Mr. Glynn moved to approve the application, as amended. Mr. Doiron seconded and the motion passed by a unanimous vote of the Committee.

• **County of Sullivan/TRAILS - \$500,000 – 2:10 PM**

Ms. Merrill recused herself from the item; she stated she is an employee of the City of Claremont where the project will be located. She left the meeting at 2:10 PM.

Mr. Hunton 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. 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 the Advisory Committee approval;

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

Mr. Manning called for questions or comments.

The Committee asked where the project is located. Mr. Hunton identified the address and shared a physical description of where the project is to be located in Claremont.
Mr. Manning called for further questions or comments.

Motion – 2:13 PM

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

Ms. Merrill returned to the meeting at 2:14 PM.

- **City of Keene/Southwestern Community Services (SCS) Shelter Improvements - \$500,000 – 2:15 PM**

Mr. Manning recused himself from the item; he stated his organization would be a recipient of the funds if funding is approved. He left the meeting at 2:15 PM.

Ms. Easterly Martey chaired the meeting.

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 the US Department of Housing and Urban Development (HUD);
2. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Ms. Easterly Martey called for questions or comments.

Motion – 2:16 PM

There being none, Mr. Gaetjens-Oleson moved to approve the application, as recommended. Mr. Slattery seconded and the motion passed by a majority vote of the Committee of seven yeas and one recusal.

Mr. Manning returned to the meeting at 2:17 PM.

- **City of Lebanon/HEADREST - \$496,500 – 2:18 PM**

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. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked if the substance abuse hotline HEADREST provides is statewide or only available to area communities. Mr. Peterson stated the hotline is available statewide and has been in operation for 40 or so years.

The Committee expressed appreciation that the CDBG feasibility study completed in the spring led to a full project and a subsequent application.

Mr. Manning called for further questions or comments.

Motion – 2:21 PM

Ms. Merrill moved to approve the application, as recommended. Mr. Doiron seconded and the motion passed by a unanimous vote of the Committee.

- **City of Laconia/Laconia Area Community Land Trust (LACLT)/Lakes Region Community Development (LRCD)/ 85-87 Elm Street Rehabilitation - \$161,000 – 2:22 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 the US Department of Housing and Urban Development (HUD);
2. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked if the housing regulations for moving residents falls under the Low Income Housing Tax Credit award or another program. Ms. Steven-Hubbard stated the project qualifies as a transitional housing. Moving current residents to permanent housing allows Lakes Region Community Development to continue to provide four units of transitional housing. Relocation of offices to the newly renovated property, which is centrally located, is ideal to ensure continuity of services in a good location.

Mr. Manning called for further questions or comments.

Motion – 2:26 PM

There being no further questions or comments, Mr. Doiron moved to approve the application, as recommended. Mr. Gaetjens-Oleson seconded and the motion passed by a unanimous vote of the Committee.

- **Town of Derry/Vernon C. Kelley Apartments Rehabilitation - \$290,000 – 2:28 PM**

Mr. Hunton 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. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

Motion – 2:30 PM

There being none, Mr. Glynn moved to approve the application, as recommended. Ms. Kaylor seconded and the motion passed by a unanimous vote of the Committee.

- **Town of Wolfeboro/G.A.L.A. Makerspace and Incubator - \$500,000 – 2:31 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 the US Department of Housing and Urban Development (HUD);
2. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

Motion – 2:33 PM

There being none, Mr. Slattery moved to approve the application, as recommended. Mr. Glynn seconded and the motion passed by a unanimous vote of the Committee.

- **City of Claremont/Claremont Development Authority - \$500,000 – 2:34 PM**

Ms. Merrill recused herself from the item; she stated her organization would be the recipient of the funds if the application is approved. She left the meeting at 2:35 PM.

Mr. Hunton 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. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked whether the applicant has raised all their Low-Income Housing Tax Credits and for specifics on the term of the lease. Ms. Richmond stated fundraising packet materials are complete and meetings with potential donors and funders are scheduled to begin in the next week. Mr. Hunton noted the lease is for twenty years.

Mr. Manning called for further questions or comments.

Motion –2:38 PM

There being no further questions or comments, Mr. Glynn moved to approve the application, as recommended. Mr. Gaetjens-Oleson seconded and the motion passed by a majority vote of the Committee of seven yeas and one recusal.

Ms. Merrill returned to the meeting at 2:39 PM.

- **Town of Exeter/Icey Hill Cooperative - \$500,000 – 2:40 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 the US Department of Housing and Urban Development (HUD);
2. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Manning called for questions or comments.

The Committee asked whether there is an area within the park to relocate the well. There are no options. Ms. Hadfield stated this project is to connect to municipal water and sewer. The Committee asked when the park was acquired by the Cooperative. Mr. Bourcier stated it was purchased in 2006.

Mr. Manning called for further questions or comments.

Motion – 2:43 PM

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

- **Town of Salem/Salem Housing Authority/Millville Arms Apartments Rehabilitation - \$245,000 – 2:44 PM**

Mr. Hunton 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. 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 the Advisory Committee approval;
3. The project is able to secure all identified matching funds;
4. All other usual and customary CDBG contracting terms; and
5. The use of funds conforms with HUD and State regulations.

Mr. Hunton noted it is estimated that \$245,000 in funds are available for this application should all other applications scoring higher be approved at their requested amounts. Sufficient funds are not available to fund the full scope of this application, as requested (\$306,000). Therefore, staff recommends that the award be reduced to \$245,000 under a reduced scope of services as submitted to CDFA in form of an Attachment A to the recommendation.

Mr. Manning called for questions or comments.

The Committee asked how long the waiting list for the apartments is and if the project would come in with a request for the balance of the funds needed to complete the project. Ms. McCloskey stated the wait list timeframe is currently three to five years. Mr. Hunton stated the project could potentially come back for another funding request.

Mr. Manning called for further questions or comments.

Motion – 2:47 PM

There being no further questions or comments, Mr. Glynn moved to approve the application with the reduced funding award and scope of project as summarized in Attachment A, as recommended. Mr. Doiron seconded and the motion passed by a unanimous vote of the Committee.

Mr. Slattery left the meeting at 2:47 PM.

Mr. Weatherly left the meeting via teleconference at 2:48 PM.

- **County of Rockingham/Farmsteads - \$464,000 – 2:49 PM**

Ms. Hadfield reviewed the application for the Committee and stated the application is not recommended for funding as there are insufficient funds remaining in the round to make an award to this project. This is the second time the Committee has considered a funding request from this project. The project has been encouraged to apply for a feasibility grant in order to determine

capacity and project readiness. Ms. Easterly Martey stated the project did receive an L5 tax credit award from CDFA in the past year to assist in new capacity for sustainability and to create a succession plan for their current leadership. Mr. Miller stated NH Housing Finance Authority (NHHFA) is also working with the applicant to potentially support the project.

Mr. Manning called for questions or comments.

There being no further questions or comments, Mr. Slattery moved to not fund the project as recommended by staff. Mr. Gaetjens-Oleson seconded and the motion passed by a unanimous vote of the Committee.

- **Town of Meredith/Laconia Area Community Land Trust (LACLT) Harvey Heights-Lakes Region Community Developers (LRCD) - \$500,000 – 2:54 PM**

Ms. Hadfield reviewed the application for the Committee and stated the project is not recommended for funding as it did not receive a LIHTC award from NHHFA; therefore, there are insufficient matching funds for the project to move forward.

Mr. Manning called for questions or comments.

The Committee asked if the project should withdraw and reapply next year. Ms. Steven-Hubbard stated the applicant chose not to withdraw in a final effort to secure funding. The Committee discussed the impact of tabling the item or requesting an application in 2020. Ms. Easterly Martey stated they can resubmit in the future as CDFA's Grants Management System (GMS) allows applicants to copy an existing application and update/edit the application as needed. At this time there is no mechanism to table items; public hearings are required in advance of any CDBG application being submitted. Furthermore, all funding for this round has been exhausted.

Mr. Manning called for further questions or comments.

Motion – 2:59 PM

There being no further questions or comments, Mr. Glynn moved to not fund the project as recommended by staff. Mr. Gaetjens-Oleson seconded and the motion passed by a unanimous vote of the Committee.

C. CDBG Implementation Guide and Workshops – 3:00 PM

Ms. Easterly Martey stated CDFA will conduct implementation workshops in January 2020 and information regarding the training can be found within a memo provided. The workshop will likely be held at CDFA and applicants will receive notification to RSVP for the training. Projects are encouraged to use the newly updated implementation guide on CDFA's website for guidance on implementation of the grant.

Mr. Manning called for further questions or comments.

D. CDBG 2020 Updates – 3:05 PM

The Committee and staff engaged in discussions on the following topics:

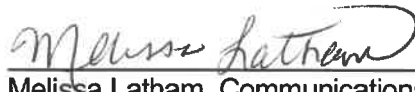
- CDBG Program Updates;
 - Data Index; and
- Sustainability/Energy;

Mr. Manning called for further business before the Committee.

Adjourn – 3:55 PM

There being no further business before the Committee, Mr. Glynn moved to adjourn the meeting at 3:55 PM. Mr. Gaetjens-Oleson seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Melissa Latham, Communications Manager



Ben Gaetjens-Oleson, Chair
CDFA Board of Directors