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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, June 13, 2019

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

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

PUBLIC: Rodney Bartlett, *Town of Peterborough*; Adam Hamilton, *Nuttin Ordinary*; Katelyn Robinson, *NCIC*; Bob Elliot and Jack Dugan, *MEDC*; Tom Giancola, *Constituent Service and Outreach Coordinator for Rep. Ann McLane Kuster*; Donna Lane, *CDBG Consultant*; Peter Kasprzyk, *Town of Wakefield*; and Cody Morrison, *Town of Newport*.

TELEPHONICALLY: Terry Johnson, *Southwest Regional Planning Commission*.

Ms. Easterly Marley opened the meeting at 2:00 PM and noted a quorum was present.

Ms. Easterly Marley introduced Tom Giancola, from U.S. Representative Annie Kuster's Office. Mr. Giancola stated he is looking forward to learning more about Community Development Block Grant Programs.

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

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

**Motion – 2:02 PM**

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

**A. May 14, 2019, Community Development Advisory Committee Meeting Minutes, as submitted – 2:03 PM**

Ms. Easterly Marley called for questions or comments.

**Motion – 2:04 PM**

There being none, Mr. Glynn moved to approve the minutes, as submitted. Ms. Merrill seconded and the motion carried.

**B. Town of Peterborough/MEDC/Nuttin' Ordinary – \$120,000 – Exhibit A – 2:05 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. 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. Easterly Martey called for questions or comments.

The Committee inquired what the loan terms are for the MEDC loan. Mr. Hamilton stated the loan is for 10 years at 5% interest. Mr. Peterson emphasized that the business is previously known to MEDC as a prior client.

**Mr. Terry Johnson joined the meeting telephonically at 2:08 PM.**

**Motion – 2:09 PM**

Mr. Way moved to approve the application, as recommended. Mr. Glynn seconded and the motion carried by a unanimous vote of the Committee.

**C. 2019 First Round of Feasibility Study Applications – Exhibit B - 2:11 PM**

**Terry Johnson left the meeting telephonically at 2:12 PM.**

**• Town of Littleton/Cultural Arts Center – \$12,000 – 2:13 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

The Committee asked if the study is also to include development of a business plan or if the business already has one. Ms. Robinson confirmed that the feasibility funds will assist in developing a business plan.

Ms. Easterly Martey called for questions or comments.

**Motion – 2:15 PM**

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

- **Town of Lebanon/River Valley Community College (RVCC)/Dartmouth Technical Center (DRTC) – \$12,000 – 2:17 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 HUD;
2. All other usual and customary CDBG contracting terms; and
3. The use of funds conforms with HUD and State regulations

The Committee asked who has been involved in the project thus far and if any partners or businesses have been identified or shown interest as tenants. Ms. Hadfield stated plans are to create a model that combines the incubator models of the DRTC and Hannah Grimes Center in Keene.

Ms. Easterly Martey called for questions or comments.

**Motion – 2:20 PM**

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

- **Town of Lisbon/Public Library ADA - \$12,000 – 2:21 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

Ms. Easterly Martey called for questions or comments.

**Motion – 2:25 PM**

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

- **Town of Newport/Childcare Center – \$12,000 – 2:26 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

Ms. Easterly Martey called for questions or comments.

The Committee asked about the location of the building and whether there is support from local businesses for the center. Mr. Morrison stated the location is the old Sturm Ruger building. Mr. Morrison stated there is interest from many local manufacturing business and employers with off-shift needs.

Ms. Easterly Martey called for further questions or comments.

**Motion – 2:28 PM**

There being no further questions or comments, Mr. Way moved to approve the application, as recommended. Mr. Slattery seconded and the motion carried by a unanimous vote of the Committee.

• **Town of Lebanon/Headrest Facility Rehabilitation – \$12,000 – 2:30 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 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.

**Motion – 2:36 PM**

There being no questions or comments, Mr. Doiron moved to approve the application, as recommended. Mr. Ray seconded and the motion carried by a unanimous vote of the Committee.

**D. Town of Wakefield/Sanbornville Waterline Loop – \$350,000 – Exhibit C – 2:37 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. 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. Easterly Martey called for questions or comments.

The Committee asked what type of water system is currently in place. Ms. Hadfield stated the system is primarily comprised of wells. Mr. Glynn stated the Town of Salem was fortunate enough to connect to the large project between Windham, Salem, Atkinson and Hampstead where many wells have run dry. Mr. Way stated he is on the State's Drinking and Ground Water Commission and when they reviewed this project, matching fund commitments from partners made it more attractive for the Commission to support.

The Committee asked how old the system is and if there are plans to add more infrastructure to the system. Mr. Kasprzyk stated the system is over 80 years old and many of the infrastructure issues

continue to be addressed over several phases of work. The system continues to have failures causing water supply to be unreliable.

The Committee asked whether a capital improvement plan will be implemented and if rates need to be increased to assist with maintenance. Mr. Kasprzyk stated rates have already been raised in the last 18 months and there are plans for another increase. Businesses and residents understand the system must be stabilized with infrastructure improvements and some cost increases are inevitable.

Ms. Easterly Martey called for further questions or comments.

**Motion – 2:50 PM**

There being no further questions or comments, Mr. Way moved to approve the application, as recommended. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

**E. Executive Director Update – 2:51 PM**

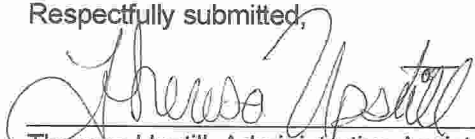
Ms. Easterly Martey provided an update on Senate Bill 31 (SB31) and stated CDFA continues to seek an exemption to the administrative rulemaking process, which will increase access to CDBG funds and improve the flexibility of the program to meet needs of New Hampshire communities. The bill was moved to the House for approval, to the Senate for concurrence; it has been sent to Conference Committee for review. Ms. Easterly Martey requested a letter of support from the Committee. All Committee members present agreed to submit a letter of support.

Ms. Easterly Martey called for further business before the Committee.

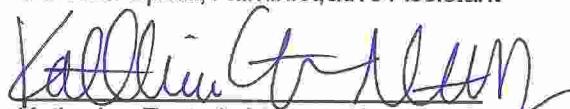
**Adjourn – 2:52 PM**

There being no further business before the Committee, Mr. Glynn moved to adjourn the meeting at 2:52 PM. Mr. Doiron 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