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

Thursday, January 9, 2020

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Ben Gaetjens-Oleson; *Chair*; Beth Fox; Chris Way, Chris Miller, Matt Walsh; Justin Slattery; and Lisa Cota-Robles.

STAFF: Katy Easterly Martey, *Executive Director*; Shelley Hadfield, *Director of Housing and Community Development*; Missy Lackey, *Contract Specialist*; and Maureen Quinn, *Board Relations Manager*.

PUBLIC: Cody Morrison, *Town of Newport*.

Mr. Gaetjens-Oleson opened the meeting at 2:00 PM and noted a quorum was present. Mr. Gaetjens-Oleson noted Mr. Cody Morrison of the Town of Newport was present as a guest.

Mr. Gaetjens-Oleson reviewed the agenda. He noted an item for discussion, the Review of the 2020 CDBG Program Guide, would be added under Section 4. Mr. Way requested the Committee also engage in an introductory discussion on the New Hampshire Drinking Water and Groundwater Trust Fund and a potential role for CDFA. Mr. Gaetjens-Oleson agreed to add this item to the agenda.

Motion – 2:05 PM

Mr. Walsh moved to approve the agenda, as amended, and Ms. Fox seconded. The motion carried by a unanimous vote of the Committee.

Mr. Gaetjens-Oleson called for public comment; none was offered. Ms. Easterly Martey welcomed all members to the first meeting of 2020 and noted Ms. Lisa Cota-Robles was in attendance for her first Community Development Advisory Committee meeting as a designee of the NH Office of Strategic Initiatives (OSI). Ms. Easterly Martey asked all Committee members to introduce themselves and state the name of the organization they represent.

A. November 7, 2019, Community Development Advisory Committee Meeting Minutes, as submitted – 2:07 PM

Mr. Gaetjens-Oleson called for questions or comments.

Motion – 2:07 PM

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

B. Town of Newport – Regional Transportation Corridor – \$12,000 - 2:09 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 by HUD;
2. All other usual and customary CDBG contracting terms; and
3. The use of funds conforms with HUD and State regulations.

Ms. Hadfield noted this is a strong application as it is designed to meet a critical regional need. Numerous organizations, including the NH Department of Transportation, Southwest Community Services, and Northern Borders, are all engaged in efforts to address this issue. Mr. Morrison stated this project is intended to remove transportation barriers, especially for those individuals and families who are of low-and-moderate income. Improved accessibility to transportation – making employment hubs like the Upper Valley more accessible- is key to economic development in and around Newport.

Mr. Gaetjens-Oleson called for questions or comments.

Motion – 2:15 PM

Mr. Way moved to approve the application, as recommended with all applicable staff contingencies. Ms. Fox seconded and the motion passed by a unanimous vote of the Committee.

C. NH Drinking Water and Groundwater Trust Discussion – 2:16 PM

Mr. Way stated he and Ms. Shelley Hadfield met with the NH Department of Environmental Services regarding the NH Drinking Water and Groundwater Trust. DES is having conversations with funding partners in an effort to raise the program’s visibility and hopefully to increase coordination of funding. Ample opportunities for funding exist, but potential applicants – namely towns and municipalities – need guidance; CDFA and NH Department of Business and Economic Affairs are two organizations which may be positioned to lend guidance in pursuing this type of funding.

D. 2020 CDBG Program Overview – 2:22 PM

Ms. Easterly Martey updated the Committee on the 2020 CDBG Application and Program Guide. CDFA is working towards establishing clear program guidance and ensuring potential applicants understand current priorities and guidance. In 2020 CDFA and its partners will establish priorities for the 5-year HUD Consolidated Plan. CDFA’s Administrative Exemption from State rules now allows for a broader range of projects to be considered in the Plan. Three main areas of focus are: basic human needs, access to opportunity and community sustainability and vibrancy.

Listening sessions hosted in the Summer of 2019 revealed common areas of need identified by communities. These needs include downtown development, affordable housing, rural transportation and child care. Ms. Easterly Martey stated CDFA wants to use these priorities as a guide to advance the projects which directly make community impacts. Data will be a key component of identifying priorities and determining where need is greatest or where investment can have the greatest impact. CDFA will look to use data, public input and the expertise of CDAC members to better define how to deploy resources in the most meaningful and impactful way possible.

Mr. Way left the meeting at 2:55 PM

The Committee discussed how to best bring groups together to affect change and gain traction for the program changes. One key challenge is the lack of capacity (staffing) in many towns and municipalities throughout the State.

Mr. Slattery left the meeting at 2:57 PM

The Committee agreed communities have a greater chance for success if fundamental tools for development, such as a master plan, asset management plan(s), are in place to guide a town or municipality forward in a realistic, consistent and thoughtful manner. The Committee also agreed CDFA can play a collaborative role in helping communities address problems and creating positive outcomes for its citizens. It will be key to develop strong partnerships to address issues together.

Adjourn – 3:10 PM

There being no further business before the Committee, Ms. Fox moved to adjourn the meeting at 3:10 PM. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Chair