



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 Department Community Development Finance Authority  
14 Dixon Avenue, Suite 102  
Concord, NH 03301**

Thursday, February 13, 2020

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

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: Tom Krebs, *City of Claremont*; Kevin LaCasse, *New England Family Housing*; and Donna Lane, *CDBG Consultant*.

GUESTS: Howie Glynn, Beverly Glynn and Christine Glynn.

Mr. Gaetjens-Oleson opened the meeting at 2:04 PM and noted a quorum was present. Mr. Gaetjens-Oleson stated members of the public in attendance included Mr. Tom Krebs of the City of Claremont, Kevin LaCasse of New England Family Housing and Donna Lane, CDBG Consultant.

Ms. Easterly Martey welcomed Mr. Howie Glynn and his family to the meeting. Ms. Easterly Martey noted that Mr. Glynn served on the Community Development Advisory Committee for thirty-one (31) years. During his tenure, Mr. Glynn utilized his business expertise to help guide the Committee in its decision making process and to also ensure critical funding was deployed statewide in the best ways possible and particularly to advance economic development projects.

Ms. Easterly Martey commended Mr. Glynn for his commitment to public service and read a formal Citation from Governor Christopher T. Sununu in honor of Mr. Glynn. The Committee thanked Mr. Glynn for his many years of service and honored him with a standing ovation.

Mr. Gaetjens-Oleson introduced and welcomed new Committee member Carmen Lorentz of Lakes Region Community Developers. All members of the Committee introduced themselves to the group.

Mr. Gaetjens-Oleson reviewed the meeting agenda.

**Motion – 2:15 PM**

Mr. Miller moved to approve the agenda, as presented, and Ms. Merrill seconded. The motion carried by a unanimous vote of the Committee.

**A. January 9, 2020, Community Development Advisory Committee Meeting Minutes, as submitted – 2:16 PM**

Mr. Gaetjens-Oleson called for questions or comments.

**Motion – 2:17 PM**

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

Mr. Glynn, Mrs. Glynn and Ms. Glynn left the meeting at 2:17 PM.

**B. Emergency Funding Application - City of Claremont – New England Family Housing Management Organization, LLC (‘NHEF) – 147 Main Street - \$499,500 - 2:18 PM**

Ms. Merrill informed the Committee that as an employee of the City of Claremont, she has a conflict and should recuse herself from the meeting.

**Ms. Merrill left the meeting at 2:19 PM.**

Ms. Hadfield reviewed the project and review summary for the Committee. Ms. Hadfield noted this funding is critical as the building is likely to collapse without quick remediation; the project will also ensure seven (7) units of affordable housing are preserved; replacement of these units could not be accomplished with this same amount of funding.

Mr. Krebs from the City of Claremont expressed concern on the same critical issue. The City is worried the decrepit condition of a shared wall is likely to cause the collapse of each of the buildings abutting the wall.

Ms. Hadfield stated the finances have been reviewed; the property owner, New England Family Housing, has a significant mortgage on the property and additional debt would result in loss of affordability of the housing units. The Committee asked what guarantee would exist to ensure apartments are maintained as affordable housing on a long-term basis. Ms. Hadfield noted a twenty (20) year lien will be placed on the property to secure a benefit to individuals of low and moderate income.

The Committee asked how quickly funds can be deployed; they were informed the process of securing all levels of approval through the State of NH generally takes about two months. The Committee questioned whether this particular funding request would exhaust CDFA’s allotment of Emergency funding for the remainder of the calendar year; Ms. Hadfield confirmed this project would expend all remaining emergency funds. Any need to move additional funds into the Emergency Grants funding pool would require an amendment to the State’s Action Plan.

The Committee discussed the urgency around the request and asked for clarification on how the project scored. The Committee agreed to hold off on a vote and to undertake further business on the agenda.

**Ms. Merrill returned to the room at 2:30 PM**

Ms. Easterly Martey reviewed a proposed calendar of the Committee’s work. (The calendar has been attached to the minutes as an addendum.) She informed the Committee that CDFA held numerous listening sessions in late Summer 2019 to identify critical needs and areas of investment sought by communities statewide. The overall feedback from the listening session was to meet community

needs in downtown development, affordable housing, child care, and rural transportation. Ms. Easterly Martey noted she would like the Committee to help shape specific implementation of CDBG goals with particular attention on the aforementioned focus areas. To help prepare the Committee, CDFA will help the Committee understand:

1. Previous CDBG investments;
2. What investments reflect alignment with goals and strategies; and
3. New projects and the types of opportunities those projects may offer.

Ms. Easterly Martey stated she has invited key partners to address the Committee to help understand and define what CDBG investments mean to Manufactured Housing Parks – oftentimes the biggest type of funding request in housing and public facilities rounds. The New Hampshire Community Loan Fund will present to the Committee in March. The Department of Environmental Services will offer additional perspective on infrastructure in April. In May, micro applications will be considered.

#### **Ms. Merrill left the room at 2:48 PM**

The Committee resumed discussion of the Emergency Funding application from the City of Claremont.

Ms. Hadfield noted the application scored 316 points, which demonstrated strength in the application's need and conformance with fundability. She 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.

Mr. Gaetjens-Oleson called for questions or comments.

#### **Motion – 2:49 PM**

Mr. Way moved to fund the application at the recommended amount, with the amended score of 316 points, and with all staff recommended conditions. Ms. Cota-Robles seconded and the motion passed with eight yeas from the Committee and one recusal.

#### **Ms. Merrill returned to the room at 2:50 PM**

**Ms. Merrill, Mr. Krebs, and Mr. LaCasse left the meeting at 2:50 PM.**

### **C. NH Economic Development Discussion – 2:51 PM**

Ms. Easterly Martey provided an overview of the investment impact and leverage facilitated by CDFA's funding, highlighting businesses supported and jobs created. The Committee agreed job creation should be permanent to the greatest degree possible and asked whether CDFA can monitor this.

1. Ms. Easterly Martey provided an overview of key partners in statewide economic development, the Regional Development Corporations (RDCs). The intent was to have an established network of regional corporations administering revolving loan funds targeted to their local communities. The

revolving loan funds would allow for recapture of funds to reinvest and recycle back into the community to the next group of business owners ready to grow their businesses.

The RDCs have had varying degrees of success at reaching sustainability. Most recently, a model of collaborative work has emerged as a successful platform for securing and deploying funds. Trends point to successful collaboration and use of shared resources which has yielded better loan products while reducing the amount of overhead, time, and costs invested in these programs. The Committee discussed the strengths of the RDCs from their experience; financing and technical assistance are the hallmark services. These are essential in more rural areas of the state and/or for emerging businesses not yet ready for traditional financing. With a robust economy, many businesses which would have been served by RDC financing in the past have had more success securing key financing through more traditional means – banks and credit unions.

The RDCs have been discussing how they move forward as a group. With limited funding available, discussions have included shared services, consolidation of back office operations and/or mergers amongst the group.

2. Ms. Easterly Martey discussed economic success in specific communities, using the City of Franklin as an example. Ms. Easterly Martey highlighted the various investments made by CDFA, thereby spurring local investment and development of a more vibrant and energized community. The Committee discussed what key components lie behind this kind of transformative process. It is critical to have anchor institutions and capital but it is essential to also have the energy of change agents, people who have vision and strong leadership to bring projects from concept to fruition. The Committee agreed successful and comprehensive economic development includes quality of place and downtown development. This must be supported by strong ecosystems – even in more rural areas – which ensures broadband is accessible, opportunities are viable and people feel a strong connection to community.

The Committee agreed micro-lending works. They considered whether it is technical assistance – or something else – whether it be community leadership or access to more financial resources allowing for greater financial resiliency and community economic development. The Committee pointed to the Small Business Development Council as an example of a very effective economic development driver; the SBDC was characterized as helpful and successful. The Committee considered whether this model can be applied to community economic work and organizations more broadly.

### **Adjourn – 3:52 PM**

There being no further business before the Committee, Ms. Fox moved to adjourn the meeting at 3:52 PM. Mr. Miller seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



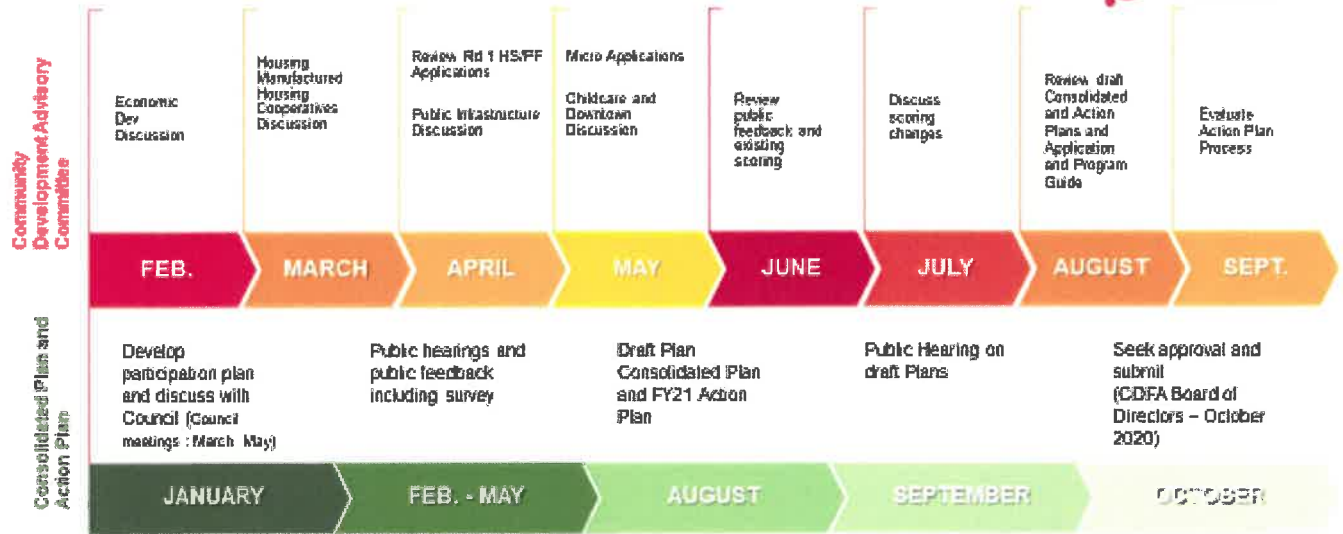
Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Chair

## Addendum

# Committee and Public Engagement



Community Development Block Grant (CDBG)  
 HOME Investment Partnerships  
 Housing Trust Fund (HTF)  
 Emergency Shelter Grant funds

The Housing and Community Development Planning Council, The Community Development Finance Authority, the Emergency Shelter and Homeless Coordination Commission, and the New Hampshire Housing with partner representation.