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**Community Development Advisory Committee Meeting Minutes
NH Community Development Finance Authority**

Webex Videoconference Meeting due to COVID-19 Pandemic Emergency

Thursday, April 2, 2020
2:00 PM

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

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

CDFA CONSULTANT: Glenn Coppelman

PUBLIC: Deborah Evans, *Somersworth Housing Authority*; Linda Mangones, *Keene Housing Authority*; Emily Owens and Nancy Egner, *Fellowship House*; Steve Schuster, *Northern New England Housing Investment Fund*; Peter Billings, *North Country Village Manufactured Housing Park Cooperative*; Phoebe Bray, *Community Kitchen*; Jennifer Pierson, *Crisis Center of Central New Hampshire*; Bill Marcussen and Karen Koch, *Town of Tuftonboro*; Kelli Cicirelli, *New Hampshire Community Loan Fund – ROC-NH*; and Richard Nigro, *Lee Oaks Manufactured Housing Park Cooperative*.

Mr. Gaetjens-Oleson opened the meeting at 2:00 PM and noted a quorum was present. Mr. Gaetjens-Oleson noted numerous members of the public in attendance; he asked public members to introduce themselves. Mr. Gaetjens-Oleson also requested members of the Community Development Advisory Committee introduce themselves to the guests in attendance.

Mr. Gaetjens-Oleson stated the meeting is being held in an emergency status due to the ongoing COVID-19 pandemic. Under emergency circumstances, the meeting is being held via a videoconference exchange. This will allow for the Committee to discuss and deliberate items contemporaneously and allow for public participation and engagement as permitted.

A. Mr. Gaetjens-Oleson reviewed the meeting agenda. He noted all votes will be by roll call.

Motion – 2:06 PM

Ms. Lorentz moved to approve the agenda, as presented, and Mr. Miller seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes

Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried.

B. March 5, 2020, Community Development Advisory Committee Meeting Minutes, as submitted – 2:08 PM

Mr. Gaetjens-Oleson called for questions or comments. Mr. Walsh noted he would abstain from the vote as he was not present at the meeting represented in the minutes.

Motion – 2:08 PM

There being none, Ms. Fox moved to approve the minutes, as submitted. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for a roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes
Mr. Walsh	Abstain

The motion carried with seven (7) yeas; there was one abstention.

C. 1st Round of Housing and Public Facilities Grant Applications

Ms. Hadfield reviewed the application round for the Committee and stated nine applications would be presented to the Committee for review and consideration. There is not sufficient funding available for all applications. Ms. Hadfield stated CDFA has determined that in light of the COVID-19 crisis, all applicants, if awarded, will be allotted 24 months (rather than the usual 18-month timeframe) to complete their projects.

The Committee asked whether each application will be voted on separately or whether there would be one vote at the end of the application review and summary. Ms. Easterly Martey noted the applications for Housing grants and Public Facilities grants would be voted on separately. The Housing applications will be voted on as each is presented because there are sufficient funds for all applicants. The Public Facilities applications need to be voted on after review of all Public Facilities applications due to insufficient funding for all applicants in this category.

D. Housing Grant Applications

Cheshire County – Cheshire MAHC Bennet Block Housing Rehab - \$500,000

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments.

Motion – 2:14 PM

There being none, Mr. Miller moved to approve the application with the staff recommended conditions. Ms. Fox seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried by a unanimous vote of the Committee.

City of Concord – Fellowship Housing Opportunities - \$77,000

Mr. Walsh stated he is an employee of the City of Concord and has a conflict with this application. He recused himself from the meeting.

Mr. Walsh left the meeting at 2:16 PM.

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee asked whether the applicant had sought recourse with the Contractor and whether there was liability attributable to the Contractor.

Ms. Owens informed the Committee that the Contractor has already stated the malfunctioning system is not his fault. The Committee asked Ms. Owens whether the Contractor's insurance company had been contacted. Ms. Owens stated Ms. Egner would be able to address those

questions. Ms. Egner was not available. The Committee agreed to table this application until Ms. Egner could more thoroughly address the Committee's concerns.

Mr. Walsh returned to the meeting at 2:31 PM.

Town of Somersworth – Somersworth Housing Authority - \$500,000

Ms. Hadfield reviewed The Town of Somersworth's application for the Committee and stated the application is recommended for funding with the following conditions:

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments.

Motion – 2:41 PM

There being none, Ms. Lorentz moved to approve the application as submitted with all staff recommended conditions. Mr. Sullivan seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried by a unanimous vote by the Committee.

E. Public Facilities Grant Applications

Ms. Easterly Martey reminded the Committee that all applications in this category will be reviewed and considered by the Committee prior to any votes on funding since there are not sufficient funds for all submitted applications.

City of Concord – Crisis Center of Central New Hampshire - \$357,290

Mr. Walsh stated he is an employee of the City of Concord and has a conflict with this application. He recused himself from the meeting.

Mr. Walsh left the meeting at 2:42 PM.

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Ms. Jennifer Pierson of the Crisis Center of Central NH addressed the Committee and cited the critical and vital role this organization fills for those in need. She stated it is essential to the safety and well-being of those served by CCCNH for this project to be completed.

Mr. Gaetjens-Oleson called for further questions or comment.

Mr. Walsh returned to the meeting at 2:56 PM.

Town of Tuftonboro – North Country Village Cooperative, Inc. - \$500,000

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms;
- The use of funds conforms with HUD and State regulations, and
- An Asset Management Plan be developed and maintained for necessary maintenance of infrastructure needs.*

Mr. Peter Billings, representing the North Country Village Cooperative ('NCV'), thanked the Committee for its' consideration of the application.

The Committee asked whether the NCV has a long term asset management plan in place to ensure the new infrastructure can be properly maintained. Ms. Hadfield informed the Committee that the Department of Environmental Services ('DES') has required this as part of their grant funding for this project.

City of Keene – The Community Kitchen, Inc. - \$500,000

Ms. Fox stated she is an employee of the City of Keene and has a conflict with this application. She recused herself from the meeting.

Ms. Fox left the meeting at 3:05 PM.

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

- Sufficient funds are available and allocated by HUD;

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

Mr. Gaetjens-Oleson called for questions or comments. None were offered.

Ms. Fox returned to the meeting at 3:11 PM.

Town of Barrington – Lee Oak Cooperative - \$500,000

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations; and
- An Asset Management Plan be developed and maintained for necessary maintenance of infrastructure needs.*

The Committee expressed concern as to whether appropriate due diligence was exercised by the New Hampshire Community Loan Fund's ROC-NH program prior to the park being purchased by the residents. The Committee discussed inadequate attention to system assessment and stated ROC-NH should complete more through infrastructure evaluations in advance of purchase.

Mr. Richard Nigro, a resident at Lee Oak Cooperative, informed the Committee that the residents in this community did not make this decision lightly; the previous owner had provided the residents with water test results which showed no major issues. There was also concern that the other party interested in purchasing the park would evict the residents and use the property as a gravel excavation site. The Committee asked Mr. Nigro about vacant sites at the park; there are five (5) empty lots. It is expected new homes can be situated on these sites, and three additional sites can be developed, once the infrastructure issues are addressed. This should help stabilize the Cooperative's cash flow.

The Committee asked CDFA staff to address the failing infrastructure issues when CDBG scoring is evaluated and reworked in advance of 2021. The Committee wants to ensure a thorough and more accurate analysis of infrastructure is required so that communities do not find themselves saddled with infrastructure problems which are overwhelming and financially unsustainable.

Town of Epping – Water Treatment Plant Construction - \$500,000

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

- Sufficient funds are available and allocated by HUD;
- 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 Advisory Committee approval;
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Coppelman noted should the Committee agree with CDFA staff recommendations for project scoring, funds available to be awarded to this project would be \$450,059.

Mr. Gaetjens-Oleson called for questions or comments.

Town of Salem – Friendship Drive Cooperative, Inc. - \$166,000

Ms. Hadfield reviewed the application for the Committee and stated that should the Committee agree with CDFA staff recommendations for project scoring, there are insufficient funds remaining in the round to make an award to this project.

The Committee asked about CDBG guidelines and priorities which precluded this application from being funded. Current scoring criteria define infrastructure needs as water and sewer infrastructure – but not electrical infrastructure. The other category under which this application could have been funded is a more general category but one which requires a one to one match of CDBG funds; Friendship Drive was not successful at this time in securing matching funds.

The Committee discussed the importance of broadening scoring to allow for critical infrastructure need – such as electrical upgrades – to be considered as qualifying infrastructure projects.

Mr. Gaetjens-Oleson called for additional questions or comments. None were offered.

City of Concord – Fellowship Housing Opportunities - \$77,000

The Committee resumed consideration of this application. Ms. Egner of Fellowship Housing addressed the Committee's concerns. Ms. Egner stated through a series of unforeseeable events, including a new administrative management team and a new property management company, there was no opportunity for these issues to have been managed differently. These problems were inherited by the organization's current leadership team.

The Committee asked whether the organization could pursue recourse with the contractor who installed the boiler in 2016. If reimbursement is received from the Contractor, the grant could be paid back and those funds could be cycled back into CDBG funding. The Committee determined that Fellowship Housing had already pursued different avenues of recourse, without success, and agreed the application should be considered as presented, with staff recommended conditions.

Motion – 3:58 PM

Mr. Walsh left the meeting due to the previously stated conflict of interest.

Ms. Lorentz moved to approve the application as presented with staff recommended conditions. Mr. Miller seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion passed with seven (7) yeas and one recusal.

Mr. Walsh returned to the meeting at 4:00 PM.

Motions for Public Facilities Round Applications

Motion – 4:01 PM

Town of Tuftonboro – North Country Village Cooperative, Inc. - \$500,000

Mr. Sullivan moved to approve the application with staff recommended conditions . Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

Motion – 4:02 PM

City of Keene – The Community Kitchen, Inc. - \$500,000

Ms. Fox left the meeting due to the previously stated conflict of interest.

Ms. Lorentz moved to approve the application with full funding and with staff recommended conditions. Mr. Slattery seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried with seven (7) yeas and one recusal.

Ms. Fox returned to the meeting.

Motion – 4:03 PM

Town of Barrington – Lee Oak Cooperative, Inc. - \$500,000

Mr. Miller moved to approve the application with staff recommended conditions
The Committee briefly discussed interest in the scoring rules being adjusted to broaden the scope and breadth of CDBG investment to include other infrastructure improvements beyond water and sewer projects, such as electrical upgrades..

Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried by a unanimous vote of the Committee.

Motion – 4:04 PM

City of Concord – Crisis Center of Central New Hampshire - \$357,290

Mr. Walsh left the meeting due to the previously stated conflict of interest.

Mr. Miller moved to approve the application with staff recommended conditions. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried with seven (7) yeas and one recusal.

Mr. Walsh returned to the meeting.

Motion – 4:05 PM

Town of Epping – Water Treatment Plant Construction - \$500,000

Ms. Cota-Robles moved to approve the application at a reduced amount of \$450,059 due to available funds and with staff recommended conditions. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

The motion carried by a unanimous vote of the Committee.

F. Executive Director Update – 4:06 PM

Ms. Easterly Martey updated the Committee on steps CDFA has taken, and initiatives being pursued, to address the COVID-19 crisis. The following points were highlighted:

- Unexpended CDBG housing funds from this round will be rolled into the second round of housing in July as per the Action Plan.
- Flexibility for grantees is a priority; CDBG funding awards are being extended to allow grantees to complete projects in a 24-month timeframe rather than the usual 18 months. Similar flexibility options are being offered to nonprofits in the tax credit programs. Borrowers have the opportunity for loan forbearance.
- Additional CDBG funds to be received in New Hampshire are going to be deployed with greater flexibility; CDFA will be as flexible as possible in accepting and administering new resources.
- CARES Act – CDFA is working with partners throughout the State to understand the needs of communities and municipalities. The goal is to develop a deployment strategy which removes barriers and creates accessibility to critical funds.
- CDBG caps on Public Services (food banks, homeless shelters) are being eliminated during this crisis. Public hearing requirements are being relaxed and flexibility around the Action Plan and Consolidated Plan is being sought.
- CDFA is developing a Nonprofit Response Fund to deploy critical resources and fund gaps before more substantial resources are available, especially critical for vulnerable nonprofit organizations.

Ms. Lorentz left the meeting at 4:17 PM.

Ms. Easterly Martey asked the Committee to provide feedback and suggestions on needs and funding deployment, especially as they hear from partners throughout the State.

Ms. Fox left the meeting at 4:19 PM.

Adjourn – 4:20 PM

There being no further business before the Committee, Mr. Miller moved to adjourn the meeting at 4:20 PM. Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Miller	Yes

Mr. Walsh	Yes
Mr. Sullivan	Yes
Mr. Slattery	Yes
Ms. Cota-Robles	Yes

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chair