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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, July 2, 2020
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; Debbie Morin, *Chief Executive Officer*; Kevin Peterson, *Director of Economic Development*; George Hunton, *Director of Tax Credit Programs*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Specialist*; and Maureen Quinn, *Board Relations Manager*.

GUESTS: Joia Hughes, *Grant Writer*; and Veronica ('Ronnie') Bodden, *Litchfield Landing Cooperative*.

Mr. Gaetjens-Oleson opened the meeting at 2:03 PM and noted a quorum was present. Mr. Gaetjens-Oleson welcomed members of the public 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. Mr. Slattery seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Slattery	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes

The motion carried by a unanimous vote of the Committee.

Mr. Gaetjens-Oleson requested the Committee, staff and guests introduce themselves.

B. May 7, 2020, Community Development Advisory Committee Meeting Minutes – 2:08 PM

Mr. Gaetjens-Oleson called for questions or comments. Ms. Merrill noted she would abstain from the vote as she was not present at the meeting represented in the minutes. Ms. Lorentz requested the minutes, as presented, be amended.

- Item D. 2nd Paragraph, line two. Remove the word ‘treasurer’ as it was not used or referred to in the original conversation.

Motion – 2:09 PM

There being no further questions, Mr. Way moved to approve the minutes, as amended. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for a roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Slattery	Yes
Mr. Walsh	Yes

The motion passed with six (6) yeas; there was one abstention.

C. Town of Litchfield – Litchfield Landing Cooperative, Inc. – 2:10 PM

Mr. Hunton reviewed the application for the Committee and noted this is a planning grant application. If this grant application is awarded, the Committee should expect another grant application for the implementation phase of the project.

The Committee asked whether the planning grant would provide sufficient resources to complete the planning for all proposed phases of the project. The Committee also asked whether Litchfield Landing Cooperative is prepared to invest their own resources into this critical study. The Committee was satisfied to know the study will be comprehensive and complete and the Cooperative has made financial contributions to this study to the degree possible.

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

Motion – 2:18 PM

Mr. Way moved to approve the application as presented with all staff recommended conditions listed. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Slattery	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes

The motion carried by a unanimous vote of the Committee.

Ms. Bodden left the meeting at 2:18 PM.

Mr. Slattery noted he has a conflict with the next item on the agenda; he stated he would recuse himself from the meeting.

Mr. Slattery left the meeting at 2:18 PM.

D. Grafton County – 2020 NH Alliance of Regional Development Corporations – Business Technical Assistance Program – 2:19 PM

Ms. Easterly Martey provided an update on this application which was approved for funding on May 7, 2020 with an added staff condition. Additional information was requested and received from the applicant. Further review has led staff to suggest the last condition of this grant should be modified from requiring a new fiscal agent to fiscal transactions requiring approval from both the President and the Treasurer of the Alliance of Regional Development Corporations.

Nonpublic Session – 2:22 PM

Mr. Gaetjens-Oleson stated the Committee requested to enter nonpublic session to further discuss the original condition staff requested, which was approved – and which has been proposed to be modified.

Mr. Gaetjens-Oleson stated the Committee requested to enter nonpublic session under **RSA 91-A:3, Paragraph II, Section (c) – matters which are likely to adversely affect a person’s reputation.**

Motion – 2:23 PM

Ms. Lorentz moved to enter nonpublic session under RSA 91-A:3, Paragraph II, Section (c). Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes

The motion passed with six (6) yeas and one (1) recusal.

Public Session Resumed at 3:14 PM.

Ms. Fox joined the meeting at 3:14 PM.

Mr. Gaetjens-Oleson asked the Committee to consider whether to seal the minutes of the meeting under **RSA 91-A:3, Paragraph II, Section (c) – matters which are likely to adversely affect a person’s reputation.**

Motion – 3:14 PM

Mr. Way moved to seal the minutes under the above cited RSA. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes

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

Motion – 3:15 PM

Mr. Way moved to approve the proposed modified condition as it applies to the Alliance of Regional Development Corporations. The modified condition removes the call for a new fiscal agent and establishes fiscal transactions related to this grant require approval from the Alliance President and Treasurer. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes

The motion passed with seven (7) yeas and one (1) recusal.

Mr. Slattery returned to the meeting at 3:16 PM.

E. Executive Director Update – 3:16 PM

Ms. Easterly Martey provided summary overview and update on several topics.

CDFA will receive an additional \$5.4 million in CDBG-CV (the CARES Act). \$3.7 million is earmarked for public services. CDFA recognizes small businesses are in need and is seeking ways to make this type of funding readily accessible to eligible organizations, especially those businesses which have never used CDBG funding previously. Ms. Easterly Martey stated CDFA has established a Community Needs Assessment resource. The Committee expressed concern that this may create a barrier or impediment for Towns which may not have the resources to complete an assessment. CDBG funds are typically harder to use because the process is bureaucratic.

The Committee suggested making the funding available through rolling awards, thereby removing specific deadlines. Additionally, eligibility for any Covid-19 related expense would be helpful. The Committee also asked whether smaller awards could be made which may translate to broader use of this type of funding. The Committee asked if applications received can be considered against like communities, with the intent of trying to broaden the applicant pool.

Changes to CDBG scoring continue to be a focus of CDFA. There is ongoing work by both CDFA and NHHFA to align the fiscal year funding with the distribution of Federal funds. This would also impact the Consolidated Plan.

F. Thank you

Ms. Easterly Martey noted this is the last Community Development Advisory Committee meeting Mr. Miller will be attending as he is retiring from New Hampshire Housing Finance Authority. Ms. Easterly Martey expressed her appreciation and thanks to Mr. Miller for his commitment and service to CDFA and the Community Development Advisory Committee.

Adjourn – 3:49 PM

There being no further business before the Committee, Mr. Miller moved to adjourn the meeting. Mr. Way seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Lorentz	Yes
Mr. Miller	Yes
Mr. Way	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Mr. Slattery	Yes
Ms. Fox	Yes

The motion passed with a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chair