



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 Community Development Finance Authority**

Webex Videoconference Meeting due to COVID-19 Pandemic Emergency

Thursday, August 13, 2020
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Beth Fox; Rob Dapice; Mollie Kaylor; Matt Walsh; Justin Slattery; Matt Sullivan; Carmen Lorentz; and Nancy Merrill.

STAFF: Katy Easterly Martey, *Executive Director*; Debbie Morin, *Chief Financial Officer*; Kevin Peterson, *Director of Economic Development*; Shelley Hadfield, *Director of Housing and Community Development*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Manager*.

GUESTS: Denise Roy Palmer, *WEDCO*; and Sal Steven Hubbard, *Lakes Region Community Developers*.

Ms. Easterly Martey opened the meeting at 2:05 PM and noted a quorum was present.

Ms. Easterly Martey 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. Ms. Easterly Martey reviewed the meeting agenda and recommended the Committee add a planning grant application – ready for Committee consideration - to the agenda on behalf of the Town of Belmont. She noted all votes will be by roll call.

Motion – 2:06 PM

Ms. Lorentz moved to approve the agenda as revised. Mr. Slattery seconded. Ms. Easterly Martey called for roll call vote:

Ms. Lorentz	Yes
Mr. Dapice	Yes
Ms. Kaylor	Yes
Mr. Slattery	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes
Mr. Sullivan	Yes

The motion carried by a unanimous vote of the Committee.

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

Ms. Easterly Martey introduced Mr. Dapice as a new Committee member, representing New Hampshire Housing Finance Authority. Mr. Dapice provided information on his professional background and expressed he was looking forward to serving on the Committee.

B. July 2, 2020 Community Development Advisory Committee Meeting Minutes and Non Public Session Minutes Approval – 2:09 PM

Ms. Easterly Martey called for questions or comments. Mr. Slattery noted he would abstain from the vote as he was recused from portions of the meeting as a result of a conflict.

Motion – 2:10 PM

There being no further questions, Ms. Lorentz moved to approve the minutes. Ms. Fox seconded. Ms. Easterly Martey called for a roll call vote.

Ms. Lorentz	Yes
Mr. Dapice	Yes
Ms. Kaylor	Yes
Mr. Slattery	Abstained
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes
Mr. Sullivan	Yes

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

C. CDBG-CV Micro Direct Grant Program – County of Grafton and County of Cheshire – 2:11 PM

Ms. Easterly Martey provided an overview of the CDBG-CV program goals and significant need for grant funds to support New Hampshire microenterprises. She thanked the microenterprise technical assistance providers for working with CDFA to quickly submit applications for consideration and taking on additional work to support microenterprises during the COVID-19 crisis.

Mr. Peterson reviewed the application for the Committee and noted there are three memos to review as they consider funding the application, including: memos dated August 13 and May 7, 2020, as well as the program circular 2020-06 on the CDBG-CV microenterprise program dated July 7, 2020. Mr. Peterson reviewed the materials with the Committee.

The Committee inquired about the basis of the \$2,500 grant limit for each microenterprise. Mr. Peterson explained that limit enables the program to serve a higher number of businesses and is based on research of similar programs in other states, conversations with the technical assistance providers and CDFA's recent experience effectively deploying small grants to microenterprises using funds provided by Citizens Bank.

Mr. Peterson also discussed the additional compliance requirements for subrecipients to align with the CARES Act, including monitoring for duplication of benefits.

The Committee asked whether these funds will be available to businesses in areas not traditionally serviced by the subrecipient technical service providers. Mr. Peterson clarified there are no limitations

on the geography for potential microenterprise grant recipients as long as they are eligible under the regular program requirements. CDFA is also willing to help direct referrals.

Mr. Peterson stated staff recommends this application be funded with the following conditions:

- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Ms. Easterly Martey called for further questions or comments.

Mr. Sullivan recused as a Board member of subrecipient WEDCO. Mr. Slattery recused as Executive Director of subrecipient, Belknap EDC.

Motion – 2:27 PM

Ms. Lorentz moved to approve the application as presented with all staff recommended conditions listed. Ms. Merrill seconded. Ms. Easterly Martey called for roll call vote:

Ms. Lorentz	Yes
Mr. Dapice	Yes
Ms. Kaylor	Yes
Mr. Slattery	Recused
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes
Mr. Sullivan	Recused

The motion passed with six (6) yeas and two recusals.

D. CDBG Planning Grant – Town of Belmont – Historic Gale School Reuse Study – 2:30 PM

Ms. Hadfield presented the planning grant application to the Committee. The Town of Belmont is requesting \$25,000 in CDBG Planning Grant funds which will be sub-granted to Lakes Region Community Developers for the Historic Gale School Planning Study. Lakes Region Community Developers is working with a community group, Save Our Gale School Committee, to redevelop the historic Gale School building. Grant funds would support planning activities for the renovation of the Gale School building to serve as a daycare and elderly facility of the Belmont community and surrounding areas. The Committee viewed a video of the historic Gale School building being moved across town.

Ms. Easterly Martey facilitated a brief discussion with the Committee and subrecipients on how they can improve the planning grant process and encourage more innovative projects like the Gale School building renovation.

The Committee praised the partnership between a recognized developer and a community-based organization, coming together to further an important, innovative project for the local community.

They also expressed interest in touring the project as it progresses through the planning and implementation stages.

Ms. Hadfield stated staff recommends this application be funded with the following conditions:

- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Ms. Easterly Martey called for questions or comments. Ms. Lorentz recused herself as a subrecipient of the grant.

Motion – 2:44 PM

There being no further questions, Mr. Sullivan moved to approve the application as presented with all staff recommended conditions listed. Mr. Dapice seconded. Ms. Easterly Martey called for a roll call vote.

Ms. Lorentz	Recused
Mr. Dapice	Yes
Ms. Kaylor	Yes
Mr. Slattery	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes
Mr. Sullivan	Yes

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

E. Community Development Block Grant CV: Public Services – timing, priority and scoring updates – 2:45 PM

Ms. Easterly Martey provided an update on the CDBG-CV funds allocated to New Hampshire to-date. The first deployment of funds by CDFA will support public services, technical assistance and small grants to microenterprises (the application reviewed and approved by the Committee today), and economic development activities to be defined in the coming months. CDFA continues to balance moving quickly to strategically deploy the funds for high-priority activities while listening to partner needs, as well as understanding the broader landscape of resources available to support the crisis response to avoid duplication.

To support deployment of CDBG-CV funds, the Committee will likely need to be continuously planning for new resources and needs, as well as working closely with CDFA staff to update consolidated and action plans as required by the Department of Housing and Urban Development.

The Committee expressed the need to provide as much flexibility as possible with CDBG-CV funds. In addition, the Committee would like to consider public facilities activities to support the renovation, adaptation or acquisition of physical space for the next deployment of funds.

Mr. Slattery left the meeting at 3:01 PM.

F. Executive Director Update – 3:02 PM

Ms. Easterly Martey provided a brief update on CDFA’s data initiatives. In addition, staff is in the process of reviewing new CDBG-CV guidance provided by the Department of Housing and Urban Development that should allow for some programmatic flexibility. Staff will provide an update to the Committee on how the guidance can be applied to the CDBG-CV program moving forward.

Adjourn – 3:04 PM

There being no further business before the Committee, Ms. Merrill moved to adjourn the meeting. Ms. Fox seconded. Ms. Easterly Martey called for roll call vote.

Ms. Lorentz	Yes
Mr. Dapice	Yes
Ms. Kaylor	Yes
Mr. Walsh	Yes
Ms. Merrill	Yes
Ms. Fox	Yes
Mr. Sullivan	Yes

The motion passed with a unanimous vote of the Committee.

Respectfully submitted,



Melissa Latham, Communications Manager



Katherine Easterly Martey, Executive Director