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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, November 5, 2020
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; Melissa Latham, *Communications Manager*; Alex Jette, *Compliance Specialist*; Victoria Beauchesne, *Community Development Assistant*; and Maureen Quinn, *Board Relations Manager*.

CDFA CONSULTANTS: Shelley Hadfield and Glenn Coppelman

PUBLIC: Ernie Clark, *Consultant-Town of Newmarket*; Michelle Moren-Grey and Kaela Tavares, *North Country Council*; Linda MacDonald, *Friendship Drive Cooperative*; Kelli Cicerelli, *ROC-NH*; Tom Cochran and Cathy Bowler, *Laconia Housing*; Sal Steven-Hubbard, *Lakes Region Community Developers*; Patrick Hess; *Avesta Housing*; Timothy Pulse, *Underwood Engineers*; Sean Greig and Diane Hardy, *Town of Newmarket*; Peter Kasprzyk, *Sanbornville Water Department*; and Donna Lane, *CDBG Grant Writer and Consultant*.

Mr. Gaetjens-Oleson opened the meeting at 2:02 PM and noted a quorum was present. 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.

Mr. Gaetjens-Oleson noted numerous members of the public in attendance and he welcomed them to the meeting; he introduced members of the public. Mr. Gaetjens-Oleson also introduced members of the Community Development Advisory Committee.

Mr. Gaetjens-Oleson called for public comment. None was offered.

- A. Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. None were requested. He noted all votes will be by roll call.

Motion – 2:06 PM

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

Mr. Gaetjens-Oleson	Yes
Mr. Slattery	Yes

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

The motion carried by a unanimous vote of the Committee.

B. Consent Agenda - 2:08 PM

Mr. Gaetjens-Oleson reviewed the Consent Agenda and called for questions or comments. None were offered.

Motion – 2:08 PM

Mr. Dapice moved to approve the consent agenda, as presented. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for a roll call vote.

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

The motion carried by a unanimous vote of the Committee.

Ms. Easterly Martey welcomed all members of the Community Development Advisory Committee and members of the public to the meeting and stated CDFA staff was excited to present this round of funding applications to the Committee for consideration and review. Ms. Easterly Martey thanked Mr. Coppelman and Ms. Hadfield for their commitment to completion of thorough review and analysis of each application.

Ms. Easterly Martey thanked Ms. Hadfield for her service to CDFA. As an employee of CDFA, Ms. Hadfield's leadership had a significant impact on the CDBG program. Ms. Hadfield's efforts helped secure an exemption and relief from State administrative rules, which limited the accessibility and impact of CDBG funds. Ms. Hadfield also helped secure critically needed changes to the planning grants program; funding is now available on a rolling basis and the funding amount was increased to provide funding which better aligns with actual costs associated with these types of studies. Ms. Hadfield also worked tirelessly to emphasize engagement with communities throughout the State. The Committee thanked Ms. Hadfield as well.

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

Ms. Hadfield reviewed the application round for the Committee and stated ten (10) applications would be presented to the Committee for review and consideration. Ms. Hadfield noted there are four

housing applications; housing applicants were encouraged to apply as there continue to be challenges in housing project development because of exorbitant costs. CDBG funds can provide critical gap funding to ensure projects come to fruition. Six (6) public facilities applications were received and will be presented. Ms. Hadfield noted these projects scored lower in this round, likely due to COVID-19 impacts, because many of the applications were not able to secure match funding and/or complete community income surveys. Each of these elements typically adds point to an applicant's overall score.

Mr. Gaetjens-Oleson stated he will call for recusals by Committee members in advance of each funding category.

D. Housing Grant Applications

Ms. Lorentz stated she will recuse from review of the application from the Town of Meredith – Lakes Region Community Developers-Harvey Heights Rehabilitation as she is an employee of Lakes Region Community Developers.

Town of Meredith – Lakes Region Community Developers – Harvey Heights (Deer Run Apts.) - \$500,000

Mr. Coppelman reviewed the application for the Committee and stated the project is comprised of a mix of funding; CDBG grant funds will be used for gap funding needs. Mr. Coppelman stated the project is recommended for funding with the following conditions:

- The project secures NHHFA Low Income Housing Tax Credits and HOME funds;

Additional staff recommended conditions include:

- 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.

The Committee noted a condition was listed in the write-up which is not consistent with the application as presented. The condition notes 'reduced CDBG funding' available; the Committee requested this condition be stricken. Staff recommendations should list all other applicable conditions.

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

Motion – 2:25 PM

Mr. Way moved to approve the application for a \$500,000 CDBG award, as presented with recommendations, excluding 'reduced CDBG funding' as this condition is not applicable. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson Yes

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

The motion passed with eight (8) yeas and one (1) recusal.

City of Laconia – Laconia Housing and Redevelopment Authority – Sunrise Towers/Sunrise House - \$500,000

Mr. Coppelman reviewed the application for the Committee. He noted the project has secured nearly \$700,000 in funding for energy upgrades from Eversource. Mr. Coppelman stated the project 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.

The Committee asked whether all units, including some which were identified as market-rate rental units, are eligible for CDBG funding under LMI criteria. Mr. Tom Cochran, of Laconia Housing, noted a total of four (4) units out of the total one hundred and sixteen (116) units are market-rate units. Ms. Donna Lane, CDBG Grant Writer, noted the four market rate units qualify under the ‘moderate’ income threshold established by HUD. Therefore, all units qualify under HUD’s LMI criteria. No further questions were asked.

Motion – 2:37 PM

Ms. Lorentz moved to approve the application for a \$500,000 CDBG award, with all staff recommended conditions. Mr. Sullivan seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

The motion carried by a unanimous vote of the Committee.

Town of Conway – Avesta Housing Development Corporation – Avesta Tech Village - \$500,000

Ms. Hadfield presented the application to the Committee for consideration. She thanked Ms. Michelle Moren-Grey and Ms. Kaela Tavares of North Country Council for writing a thorough and comprehensive application. Ms. Hadfield noted this project is unique for the incorporation of state of the art energy efficiencies; the project seeks to secure Passive House Institute U.S. Certification; it will serve as model for incorporation of energy efficiencies in LMI housing in New Hampshire. CDBG grant funds will be used for gap funding needs.

Ms. Hadfield stated the project is recommended for funding with the following conditions:

- The project secures NHHFA Low Income Housing Tax Credits and FHLB funds;

Additional staff recommended conditions include:

- 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.

The Committee noted a condition was listed in the write-up which is not consistent with the application as presented. The condition notes 'reduced CDBG funding' available; the Committee requested this condition be stricken. Staff recommendations should list all other applicable conditions.

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

The Committee noted HUD long term housing affordability parameters have changed; the affordability requirement is now sixty (60) years rather than ninety-nine (99) years.

Motion – 2:48

Ms. Lorentz moved to approve the application for a \$500,000 CDBG award, as presented with recommendations, excluding 'reduced CDBG funding' as this condition is not applicable. Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

Town of Newmarket – Newmarket Housing Authority – Great Hill Terrace - \$500,000

Ms. Hadfield reviewed The Town of Newmarket’s application for the Committee. The proposed project is critical to ensure the viability of this affordable housing. Ms. Hadfield stated the application is recommended for funding with the following staff recommended 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 engineers identified the water turbulence and piping failures or if the engineers had proposed the solution. Ms. Hadfield stated the engineers had both determined the problem and suggested the solution.

Motion – 2:55 PM

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

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

The motion carried by a unanimous vote of the Committee.

E. Public Facilities Grant Applications

Mr. Gaetjens-Oleson called for disclosure of any conflicts in this funding category. None were stated.

Ms. Hadfield stated two applications were withdrawn from this round. The Committee should expect to see these applications in 2021. Both applications would have scored very well and therefore have been encouraged to apply in the next round of funding for public facilities.

Town of Wakefield - Sanbornville Precinct - \$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.

Ms. Hadfield stated the Town of Wakefield has previously secured a CDBG Emergency Grant which allowed for installation of a bypass loop in the system. Further deterioration of the system is evidenced by frequent system breaks, resulting in a 70% increase in water rates for Town residents. The system is no longer sustainable.

The Committee asked why there is a requirement of a lien on property belonging to a municipality. The Committee also asked whether the Town has a Capital Improvement Plan or Asset Management Plan in place. Ms. Easterly Martey noted that this type of project is allowable under HUD regulations; in this case, the resources of CDBG funds will have a significant impact on infrastructure which is in critical need of repair. It was noted that there is a Capital Improvement Plan in place as the NH Department of Environmental Services (DES) requires it for its portion of funding in this project.

The Committee requested that the provision of a lien being placed on the property be stricken from the award.

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

Motion – 3:08 PM

Ms. Merrill moved to approve the application as presented, with staff recommended conditions, and with the provision for a lien being placed on the property being stricken as a contingency. Ms. Fox seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

The motion carried by a unanimous vote of the Committee.

Town of Newmarket – New Road Waterline Replacement - \$500,000

Ms. Hadfield reviewed the application for the Committee. She noted a change in rules in 2019 allows for a town, city or municipality to apply for both CDBG housing and public facilities awards in the same year. Ms. Hadfield 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

The Committee asked whether the Town has a capital improvement plan in place. Ms. Hadfield stated Newmarket does. Ms. Diane Hardy of the Town of Newmarket state the Town was informed as of this date (November 5, 2020) they were awarded funding to address storm water drainage and related issues. The opportunity to address the waterline and storm water drainage at the same time will save Newmarket significant money and will address significant water issues which have plagued the town.

The Committee discussed whether moving forward a Capital Improvement Plan or an Asset Management Plan should be a requirement for any applicant seeking CDBG funding for infrastructure projects.

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

Motion – 3:16 PM

Mr. Sullivan moved to approve the application as presented, with staff recommended conditions. Ms. Fox seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

The motion carried by a unanimous vote of the Committee.

Town of Salem – Friendship Drive Cooperative, Inc. - \$150,000

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 explained this application had previously been reviewed by the Committee but the applicant had not secured matching funds and therefore was not successful. In this round, Liberty Utilities has committed matching funds, thereby ensuring eligibility. The Committee asked whether the rules can be reviewed to provide projects which demonstrate critical need – but may lack matching funding - to be funded. The Committee discussed whether linear infrastructure investments – and installation of new poles and other electrical components and equipment in this case- would have a detrimental impact on residents through increased rates. The Committee discussed whether a Asset Management Plan should be a requirement for this award but decided it would not be required.

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

Motion – 3:28 PM

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

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

The motion carried by a unanimous vote of the Committee.

Town of Bristol – Central Street Pump Station - \$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

Ms. Hadfield stated this project is desperately needed as the Town's pump station is on the brink of failure. Mechanical breakdowns require manual labor to keep the waste treatment center working properly. The outdated system has experienced overflows which have caused contamination threats to the Newfound and Pemigewasset Rivers. The Town has been awarded \$4 million in EDA funds to replace the Route 3 corridor sewer system; while unusual, the EDA award is contingent upon CDBG funding being secured. This project demonstrates significant need; lack of matching funds caused this project to score lower than other projects.

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

Motion – 3:36 PM

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

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

The motion carried by a unanimous vote of the Committee.

City of Franklin – Municipal Parking, Sidewalks and Lighting - \$80,000

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 stated there is matching funding in this project from the City of Franklin. Blighted buildings have been removed, which has created critically needed space for parking, improved accessibility, walking paths, lighting and other critical elements which will contribute to the economic recovery and development of Franklin.

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

Motion – 3:42 PM

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

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

Ms. Lorentz	Yes
Mr. Dapice	Yes

The motion carried by a unanimous vote of the Committee.

Town of Newport - Newport Opera House - \$430,730

Mr. Coppelman reviewed the application for the Committee. He noted the requested funding amount is for \$430,730 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.

It was noted the Town of Newport received architectural renderings and designs with a significantly higher cost estimate than anticipated. While construction costs have increased, the proposed design would not be in keeping with what be considered reasonable costs. The Committee discussed whether a condition should be added to an award to require the project seek a cost efficient design. It was agreed the project should be encouraged by CDFA during the RFQ process to solicit cost efficiencies to ensure project affordability and successful completion of the planned improvements with a reasonable budget. No additional conditions were added to the five listed staff recommendations.

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

Motion – 3:55 PM

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

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

The motion carried by a unanimous vote of the Committee.

Ms. Lorentz left the meeting at 3:56 PM

F. Executive Director Update – 3:56 PM

Ms. Easterly Martey reminded the Committee a second meeting in the November will be held to review applications received under the CDBG-CV Cares Act. In December, the Committee will be asked to discuss priorities and challenges to be considered in the deployment of additional CDBG – CV funding as well as plan for calendar year 2021.

Ms. Easterly Martey announced CDFA has hired Ms. Mollie Kaylor to join staff as the Director of Economic Development and Housing. Ms. Kaylor will be a welcome addition to CDFA and will play a key role in the continued deployment of CDBG funding statewide.

Ms. Easterly Martey thanked Ms. Hadfield and Mr. Coppelman for their work in reviewing and preparing applications for this funding round.

Mr. Sullivan, Mr. Slattery and Ms. Merrill left the meeting at 4:01 PM.

Adjourn – 4:02 PM

There being no further business before the Committee, Mr. Walsh moved to adjourn the meeting at 4:02 PM. Mr. Dapice seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Ms. Fox	Yes
Mr. Way	Yes
Mr. Walsh	Yes
Mr. Dapice	Yes

The motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chair