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**NH Community Development Finance Authority
Meeting of the Board of Directors**

**NH CDFA
14 Dixon Avenue, Suite 102
Concord, NH 03301**

**August 17, 2021
10:00 AM**

CDFA BOARD OF DIRECTORS: John Manning, *Chair*, Mary Ann Kristiansen, *Vice Chair*, Mike Clafin, Robert Tourigny, Clay Mitchell, Cindy Harrington, Rick Wyman, Jared Reynolds, and Peter Rayno.

STAFF: Katy Easterly Martey, *Executive Director*; Debbie Morin, *Chief Financial Officer*; Melissa Latham, *Director of Communications and Policy*; Kevin Peterson, *Director of Economic Development*; Scott Maslansky, *Director of Clean Energy Finance*; and Victoria Beauchesne, *Community Development Assistant*.

PUBLIC: Tina Kasim, NH Department of Business and Economics Affairs, Guest Speaker

Mr. Manning opened the meeting at 10:11 AM and noted a quorum was present.

Mr. Manning noted Tina Kasim, Department of Business and Economic Affairs, was in attendance as a guest speaker to present the New Hampshire Economic Recovery and Expansion Strategy.

Mr. Manning called for public comment. None was offered.

Mr. Manning reviewed the meeting agenda and called for any changes. None were requested.

Motion – 10:12 AM

Ms. Harrington moved to approve the agenda, as presented. Mr. Clafin seconded. The motion carried by a unanimous vote of the Board.

A. Consent Agenda – 10:13 AM

Mr. Manning reviewed the Consent Agenda and called for questions or comments. Items on the Consent Agenda include: June 8, 2021 Board of Director Minutes, June 8, 2021 Executive Committee Minutes, June 8, 2021 Finance Committee Minutes, June 3, 2021 Community Development Advisory Committee Minutes, May 6, 2021 i2i Committee Minutes, and February 9, 2021 Credit Committee Minutes. There were no questions or comments offered. Mr. Manning called for a motion.

Motion – 10:14 AM

Mr. Tourigny moved to approve the Consent Agenda, as presented. Mr. Rayno seconded. The motion carried by a unanimous vote of the Board.

B. New Hampshire Economic Recovery and Expansion Strategy – 10:15 AM

Ms. Easterly Martey introduced Ms. Tina Kasim from the Department of Business and Economic Affairs to present the recently released Economic Recovery and Expansion Strategy that will serve as New Hampshire's 10-year roadmap for economic development.

Ms. Kasim began by outlining the process for developing the statewide strategy, which included working with a third-party expert to interview stakeholders in business, academia, economic development, and other sectors to develop models for recovery. Next, she presented the key tenets of the Economic Recovery and Expansion Strategy, including:

- Overview of the current status of New Hampshire's economic strategies;
- Focus on closing gaps in service delivery to aid in recovery from COVID-19 and support long-term economic growth;
- Five goals of the new 10-year strategy;
- Creation of and goals for Collaborative Economic Development Regions;
- Enhancement of statewide resource networks to promote greater connectivity and access to resources;
- Example of how the strategy can strengthen resources for New Hampshire's entrepreneurship network.

The Board engaged in discussion with Ms. Kasim regarding the following topics:

- Dedicated resources to accomplish objectives, strategies and infrastructure outlined;
- Engagement with partners on-the-ground across the state, including public and private sectors;
- Overcoming competing interests within regional and statewide networks;
- Coordination with existing regional initiatives (e.g. RPC and RDC networks);
- Initial focus on entrepreneurship, opportunity to focus on vocational growth / education as entrepreneurship;
- Connection of economic development strategies to growing New Hampshire's population, including younger demographics, and the housing shortage;
- Advocacy opportunities for key policy changes via the Collaborative Economic Development Regions and statewide resource network;
- Challenges to recruiting and retaining new talent to begin businesses or seek employment opportunities within the state, including the implications of COVID-19 fast-tracking the work-from-home movement; and
- Need for regional and statewide efforts to be sustainable.

Mr. Manning thanked Ms. Kasim for her time and engaging in a robust discussion with the Board and invited her to stay for the balance of the meeting.

C. Council on Housing Stability: Strategic Plan – 11:05 AM

Ms. Easterly Martey presented an update on the work of the Council on Housing Stability and its recently published strategic plan. She outlined the process for engaging the Council and its workgroups to deliver the plan to Governor Sununu by June 30, 2021.

Ms. Easterly Martey outlined the goals of the strategic plan, including a focused action plan specific to addressing homelessness in New Hampshire.

The Board engaged in a discussion on the following topics related to the Council's plan:

- Next phase of the work and focus on implementation of the plan;
- CDFA's role in directly impacting the housing shortage in the state and opportunities to enhance the organization's ability to increase its impact;
- Understanding data/information behind the root causes of homelessness in New Hampshire; and
- Implications of the real estate market on the supply of affordable housing and potential incentives within the commercial market to address these issues.

Ms. Easterly Martey will continue to keep the Board apprised of the work of the Council.

Ms. Kristiansen left the meeting at 11:32 AM.

D. SBA Community Navigators Update – 11:33 AM

Mr. Peterson presented regarding CDFA's application to the U.S. Small Business Association's Community Navigator Pilot Program. The application was submitted in partnership with several of CDFA's microenterprise technical assistance program partners and with the support of key statewide leaders. CDFA requested \$2.5 million in 'Tier 2' funding to support expansion of small business-support services across New Hampshire. The application included documents outlining key personnel, a proposal narrative, a proposed budget and an organizational chart highlighting New Hampshire's proposed program structure. Partners in the process were key to CDFA having the opportunity to submit its final application package.

The Board discussed the opportunity CDFA's application provides for the organization and the state, as well as ensuring the program is sustainable.

CDFA anticipates a funding decision to be made this fall and will keep the Board apprised of the status.

Motion – 11:39 AM

Mr. Clafin moved to approve CDFA accept a federal grant from the U.S. Small Business Administration if the organization is awarded funds to support the proposed Community Navigators program in New Hampshire. Mr. Rayno seconded. The motion carried by a unanimous vote of the Board.

Ms. Kasim left the meeting at 11:39 AM.

E. i2i Committee Update – 11:40 AM

Ms. Easterly Martey presented the CDFA program priorities recently discussed by the i2i Committee and recommended for the consideration by the Board. In alignment with CDFA's living strategic plan, the proposed State Fiscal Year 2022 program priorities include:

- Increasing funding integration via technical assistance, data and policy evaluation;
- Improve accessibility to CDFA resources via Grants Management System updates, fundraising on behalf of L5 Capacity Building grantees, application and program guidance updates; and
- Building capacity to increase funding to partners and accessibility via new programs and partner engagements, program improvements and use of discretionary grant funds.

The Board agreed the proposed priorities aligned well with CDFA's work to-date, previous discussions with the Directors and the goals outlined within the living strategic plan.

Mr. Manning called for a motion.

Motion – 11:44 AM

Mr. Tourigny moved to approve the State Fiscal Year 2022 program priorities as recommended by the i2i Committee. Ms. Harrington seconded. The motion carried by a unanimous vote of the Board.

F. Clean Energy Fund Update – 11:45 AM

Mr. Mitchell presented an update to the Board regarding the Clean Energy Fund, including program strategies, positive progress towards reaching investment goals, implementation challenges, and a potential shift in resources from the state.

The shift in resources stems from a notification received in June 2021 from the NH Office of Strategic Initiatives informing CDFA they had been working with U.S. Department of Energy on a plan to reallocate Enterprise Energy Fund resources currently administered by CDFA for use by the new NH Department of Energy to deploy as grants for school and municipal energy efficiency projects.

Despite this shift, Mr. Mitchell emphasized the continued opportunity for CDFA to leverage its experience, reputation and proven program to move the organization's mission and energy goals forward with a focus on long-term sustainability.

The Board discussed the implications of the shift in resources on CDFA's loan portfolio and opportunities to leverage new investments in the Clean Energy Fund, as well as potential program improvements to increase impact.

Mr. Manning called for a motion.

Motion – 11:56 AM

Mr. Tourigny moved to approve the i2i Committee recommendation to authorize CDFA to negotiate the terms of the transfer of Enterprise Energy Fund resources back to the state of New Hampshire, with the preference that the agreed upon solution provides the most favorable outcome for CDFA and its loan partners. Mr. Clafin seconded. The motion carried by a unanimous vote of the Board.

G. Council on Housing Stability – 11:57 AM

Ms. Easterly Martey presented the Board a contract from the Governor's Office for Emergency Relief and Recovery to support the implementation of the Council on Housing Stability's strategic plan. The contract would provide CDFA with \$200,000 in grant funds from the state's American Rescue Plan resources to contract with third-parties to execute the work necessary to further the Council's goals and strategies.

Mr. Manning called for a motion.

Motion – 11:57 AM

Mr. Rayno moved to approve CDFA accept the grant funds from the state of New Hampshire to support the work of the Council on Housing Stability. Ms. Harrington seconded. The motion carried by a unanimous vote of the Board.

H. Community Development Advisory Committee Amendment: Town of Exeter / Icey Hill Coop

Ms. Easterly Martey reviewed contract amendment funding approved by the Community Development Advisory Committee on August 5, 2021.

- Contract Amendment – Town of Exeter / Icey Hill Coop – the Town of Exeter requested \$71,000 in supplemental funds to address projected cost increases that are directly due to the impact of COVID-19 on overall construction costs and availability of suitable contractors to complete the project. The request provides third party verification of cost increases related to COVID-19 along with information regarding other funding source options.

Mr. Manning called for a motion.

Motion – 11:59

Mr. Wyman moved to approve the Town of Exeter / Icey Hill Coop contract amendment as approved by the Community Development Advisory Committee. Mr. Reynolds seconded. The motion carried by a unanimous vote of the Board.

I. Quarterly Financials

Ms. Morin provided an overview of CDFA's Fiscal Year 2021 financial statements. She reviewed the changes on the balance sheet and each area on the income statement. Ms. Morin noted that there was one known entry still to be booked for FY2021, the entry related to OPEB for State of NH Retirement System. The information from the State was received late last week and that number will be \$62,568. She stated that the net operating

surplus was in line with budgeted amounts. Ms. Morin stated the Year End Financial Statements will be presented by Leone, McDonnell and Roberts at the Annual Meeting in September. Mr. Manning called for a motion.

Motion – 12:04 PM

Mr. Clafin moved to approve the finance committee. Mr. Tourigny seconded. The motion carried by a unanimous vote of the Board.

Mr. Tourigny left the meeting at 12:00 PM.

J. Loans to be Ratified

Ms. Morin reviewed the two loans to be ratified by the Board – Bear Investments, LLC, an Enterprise Energy Fund loan, and Belknap Economic Development Council for the Colonial Theatre, a Bridge Loan. Ms. Morin stated these loans had been reviewed and approved by the Credit Committee on August 16, 2021. She responded to questions.

Mr. Manning called for a motion.

Motion – 12:09 PM

Mr. Wyman moved to approve the two loans for ratification. Ms. Harrington seconded. The motion carried by a unanimous vote of the Board.

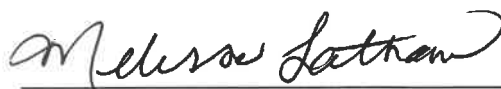
K. Executive Director Update – 12:11 PM

Ms. Easterly Martey provided a brief overview of the opportunities and challenges to leveraging American Rescue Plan Act funds to address the needs and priorities of New Hampshire communities, as well as CDFA's engagement with statewide, regional and local partners to support municipalities and counties in their efforts to strategically deploy the funds.

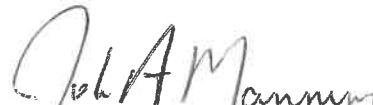
Adjourn – 12:15 PM

There being no further business before the Committee, Mr. Clafin moved to adjourn the meeting. Mr. Rayno seconded. The motion carried by a unanimous vote of the Board.

Respectfully submitted,



Melissa Latham, Director of Communications & Policy



John Manning, Committee Chairman