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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, February 11, 2021
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; Kevin Peterson, *Director of Economic Development*; Mollie Kaylor, *Director of Housing and Community Development*; Melissa Latham, *Director of Communications and Policy*; Missy Lackey, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

GUESTS: Heidi Aggeler, *Root Policy Research*; Esaundra Gaudette, Judie Milner, and Niel Cannon, *City of Franklin*; and Donna Lane, *CDBG Consultant and Grant Writer*.

Mr. Gaetjens-Oleson opened the meeting at 2:01 PM and noted a quorum was present. Mr. Gaetjens-Oleson also welcomed a number of guests to the meeting and offered any guests or members of the public an opportunity to introduce themselves and/or make public comment. There was no public comment offered.

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. He noted all votes will be by roll call.

- A. Mr. Gaetjens-Oleson reviewed the meeting agenda for the Committee and called for any requested edits, questions or comments.

Motion – 2:02 PM

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

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

The motion carried by a unanimous vote of the Committee.

B. Consent Agenda – 2:03 PM

Mr. Gaetjens-Oleson reviewed the Consent Agenda; items include November 24, 2020 minutes and December 3, 2020 minutes. Mr. Gaetjens-Oleson called for questions or comments. None were offered.

Motion – 2:04 PM

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

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

The motion carried by a unanimous vote of the Committee.

C. Planning Grant Application – City of Franklin – Hotel Planning Study – 2:05 PM

Ms. Kaylor presented a CDBG Planning Grant Application from the City of Franklin. The planning grant is proposed to be used to complete an independent analysis and feasibility study for construction of a hotel in downtown Franklin. Funds will be used to identify two viable construction sites, analyze the lodging market, create conceptual designs and cost estimates for the construction phase and develop financial projections for an operational hotel. The proposed project is part of the City of Franklin's downtown revitalization efforts and has broad community support. Ms. Kaylor stated CDA staff recommends this project for funding with the following conditions:

- Sufficient funds are available and allocated by HUD;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee asked if either of the potential locations being considered by the City of Franklin are brownfields sites. Mr. Peterson noted the site preferred by the City of Franklin (Stanley Mill) for this project is a brownfields site and the City has been working with the NH Department of Environmental Services to determine the viability of this location. The Committee also asked whether the whitewater park being constructed in Franklin is the primary driver for the hotel study. Ms. Kaylor noted the whitewater park will provide opportunity for steady business for a new hotel but community leaders believe this will help improve downtown Franklin for residents and visitors alike. The Stanley Mill site is in the heart of downtown Franklin and a new hotel will provide a new and vibrant anchor in the district. The Committee asked whether the City of Franklin owns the Stanley Mill property being evaluated for this project. Ms. Milner, from the City of Franklin, stated the City is in the process of purchasing the property which will ensure site control.

Motion – 2:17 PM

There being no further questions or comments, Mr. Gaetjens-Oleson called for a motion. Ms. Merrill moved to approve the application for a \$25,000 planning grant for the City of Franklin to complete a planning grant feasibility analysis for construction of a hotel. Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

D. CDBG – Consolidated Plan Discussion

Ms. Easterly Martey introduced Ms. Heidi Aggeler of Root Policy Research to the Committee. Ms. Aggeler has over twenty (20) years of experience in working with the U.S. Department of Housing and Urban Development (HUD) CDBG program and providing guidance to States for Consolidated Plans, Action Plans, and overall compliance with HUD regulations.

Ms. Aggeler provided an overview of CDFA's HUD CDBG program and the impact CDBG has for both the State of New Hampshire and CDFA. Ms. Aggeler did note there is an opportunity to identify and focus on goals through the Action Plan. While there are fundamental federal requirements in the CDBG program, there may be an opportunity – with HUD learning and being informed by the CARES Act and with a new Administration which may be more receptive to updating an amending the HUD programs – to build coalition towards modifying existing HUD regulations to create more programmatic flexibility.

The Committee asked Ms. Aggeler whether slum/blight conditions will be more broadly considered as eligible expenses; the Committee noted typically communities need greater flexibility from CDBG to realize the type of impact which is sought. Ms. Easterly Martey noted projects which are able to more broadly incorporate elements of both public facilities and economic development -with job creation - are projects which will attract developers and community support.

Ms. Easterly Martey asked the Committee to consider what would make a more compelling CDBG project. She informed the Committee CDFA will be sharing a stakeholder survey on February 12th and all Committee members are encouraged to share the survey with stakeholders with whom they work – including organizations and people they know in housing and community development work. The feedback will help inform an updated Consolidated Plan which is due to HUD by mid-May, 2021.

E. Executive Director Update – 3:38 PM

Ms. Easterly Martey informed the Committee a Public Meeting regarding the Consolidated Plan will take place immediately following the Community Development Advisory Committee meeting. All Committee members are invited to attend to the meeting; the meeting was publicly noticed through the Manchester Union Leader, the CDFA website and the front doors of the CDFA office. The meeting will focus on amending the Action Plan to allow the State of New Hampshire to accept the last funding portion of the CARES Act. Based on evolving data, CDFA believes there remains unmet

demand in public services. Additionally, supportive housing is in critical demand. It is likely the final allocation from the CARES Act will be targeted towards these services, assuming the State accepts said funding.

Adjourn – 2:45 PM

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

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