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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, April 1, 2021
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; 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*.

CDFA CONSULTANTS: Glenn Coppelman

PUBLIC: Michele Bardsley, *Rock Rimmon Cooperative*; Scott Mendoza, *Barrington Oaks Cooperative*; Robert MacLeod and Audrey Goudie, *Mid-State Health Center*; Cathy Pellerin, *Claremont Learning Partnership*; Martin Mistretta, *RCAP Solutions*; Terry Sturke, *Riverbend Community Mental Health, Inc.*; Billie Tooley and Brian Guptil, *One Sky Community Services, Inc.*; Chris Albert, *CSA Environmental Consultants*; Keith Thibault, *Southwestern Community Services*; and Donna Lane, *CDBG Grant Writer and Consultant*.

Mr. Gaetjens-Oleson opened the meeting at 2:01 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.

- 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 – 2:04 PM

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

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

Mr. Way	Yes
Mr. Dapice	Yes
Ms. Lorentz	Yes

The motion carried by a unanimous vote of the Committee.

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

B. Consent Agenda - 2:05 PM

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

Motion – 2:05 PM

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

The motion carried by a unanimous vote of the Committee.

C. 2020 – 3rd Round of Housing and Public Facilities Grant Applications

Mr. Gaetjens-Oleson stated each application will be reviewed and then a vote will be taken. He requested all Committee members disclose any conflict with an application in advance of presentation and recuse from the review, discussion and action taken.

D. Housing Grant Applications

Town of Boscawen – Riverbend Community Mental Health Inc./Residence Rehab - \$379,246

Ms. Kaylor reviewed the application for the Committee. She stated the project is intended to make necessary improvements to the Mill House Residential property, which needs renovations to provide a safe and rehabilitated space for nineteen (19) residents who suffer from mental illness and all of whom qualify as low-and moderate income. Ms. Kaylor noted staff recommends funding with the following staff recommended contingencies:

- 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 provide 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 consideration was given to cost overages – which have become the norm during the COVID-19 pandemic - and if there was an allowance for overages factored into the budget.

Ms. Easterly Martey stated it is paramount to CDFA that approved projects are successful and staff will continue to monitor projects to gauge whether there are sufficient funds to complete projects as proposed.

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

Motion – 2:15 PM

Mr. Way moved to approve the application for \$379,246 CDBG award, as presented with all staff recommended contingencies. Ms. Merrill seconded.

The Committee asked whether it would be appropriate to provide additional funding to account for anticipated overages. Ms. Easterly Martey stated the Committee could consider either providing an overage allowance (perhaps a percentage of the award amount) when projects are approved or that the Committee could consider approving amendments to awards; amendments would be presented as increased costs are realized. Ms. Easterly Martey noted the amendment process could slow projects down which would be detrimental. The Committee discussed what percentage might be appropriate to ensure projects are not hampered by cost overages. It was agreed a 20% allowance would be appropriate.

Amended Motion – 2:19

Mr. Way moved to approve the application for a \$379,246 CDBG award, with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

City of Concord – Riverbend Community Mental Health, Inc./Residence Rehab - \$386,242

Mr. Walsh stated he is an employee of the City of Concord and will recuse from the meeting for review of this application.

Mr. Walsh left the meeting at 2:19 PM

Ms. Kaylor reviewed the application for the Committee. She stated the project is intended to make necessary improvements to two residential properties in Concord. The property at 4-6 Fayette Street houses nine (9) clients with supportive services provided sixteen hours a day. The Twitchell House, located at 111 Pleasant Street, houses fifteen (15) clients with supportive services provided twenty-four hours a day. Both properties are in need of renovations to provide a safe and rehabilitated space for a total of twenty-four (24) residents and clients who suffer from mental illness, and 95% of whom qualify as low-and moderate income. Ms. Kaylor noted staff recommends funding with the following staff recommended contingencies:

- 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 provide 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. None were offered.

Motion – 2:23 PM

Mr. Way moved to approve the application for a \$386,242 CDBG award, as presented with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

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

Mr. Walsh returned to the meeting at 2:24 PM

Rockingham County – One Sky Community Services, Inc./One Sky Home Rehab - \$427,750

Mr. Coppelman introduced Ms. Billie Tooley and Mr. Brian Guptil of One Sky Community Services, Inc. and Ms. Donna Lane, the CDBG Grant Consultant, to the Committee. Mr. Coppelman reviewed the application for the Committee and noted that funding is needed to address disrepair from deferred maintenance for four (4) residences which serve individuals with severe developmental disabilities in the Seacoast region, with locations in North Hampton, Epping, Exeter and Newmarket. The project will address handicap accessibility repairs/improvements, electrical upgrades, mold remediation, energy improvements and general repairs/improvements. The project also includes significant energy upgrades which will reduce costs and provide long-term savings for these properties. Mr. Coppelman noted the project has secured matching funds from Eversource and Unifit

for energy improvements. Mr. Coppelman stated the project is recommended for funding with the following staff recommended contingencies:

- 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 it was pleased to know that saving which will be realized from energy improvements will be used for a capital improvement fund. This contributes to improved financial sustainability.

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

Motion – 2:32 PM

Mr. Dapice moved to approve the application for a \$427,750 CDBG award as presented with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

E. Public Facilities Grant Applications

City of Claremont – Claremont Learning Partnership/Acquisition \$300,000

Ms. Merrill stated she is an employee of the City of Claremont and will recuse from the meeting for review of this application.

Ms. Merrill left the meeting at 2:33 PM

Mr. Coppelman reviewed the application for the Committee. He noted that since the CDBG application was submitted, the price of the building which is to be purchased increased because the owner received an offer for more funds than offered by the Claremont Learning Partnership (CLP). CLP has leased the property since 2012 and has a first right of refusal in their existing lease and was able to match the higher offer using \$10,000 of their own funds; it is anticipated the owner will accept CLP's offer. There are multiple social service programs housed at this facility and it would be challenging to find a new location, conveniently situated, which could accommodate the various

organizations working from this location. In light of this, the City of Claremont and the Grant Administrator waived all fees associated with this application to help ensure the acquisition of the property is successful. Mr. Coppelman stated the application is recommended for funding with the following staff recommended contingencies:

- 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 provide all identified matching funds;
- A fully executed purchase & sale agreement is in place prior to issuance of CDBG funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee asked about the CDBG performance lien and whether this option would be exercised for this property. Mr. Coppelman acknowledged that there will be a performance lien placed on the property to preserve long term benefit for the clientele, which is 76% low-to moderate-income. The Committee asked whether a real estate appraisal was completed. Mr. Coppelman stated the property assessment value is over \$700,000, more than double the purchase price of \$310,000; expending valuable resources on a real estate appraisal did not seem necessary.

Mr. Gaetjens-Oleson called for further questions or comment. The Committee stated that since funding is for acquisition of a property, and the sales price is set, there is no need to provide staff with authorized leeway to increase the award by 20%.

Motion – 2:45 PM

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

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

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

Ms. Merrill returned to the meeting at 2:46 PM

Rockingham County – Rock Rimmon Cooperative - \$355,850

Mr. Coppelman introduced Ms. Michele Bardsley of Rock Rimmon Cooperative. He reviewed the application for the Committee and noted funding will enable the Rock Rimmon Cooperative to upgrade a failing water system, which has been flagged by the New Hampshire Department of Environmental Services (NHDES) as posing serious health and safety risks for the Cooperative's residents. Mr. Coppelman explained the Cooperative was approved for a \$702,500 loan from NHDES. In an effort to maintain affordability of housing in this community, the CDBG funds will be

used to reduce the NHDES loan size and thereby minimize the impact to monthly rental fees, a critical step as 88% of the residents of the Cooperative qualify as individuals of low-and moderate-income. Mr. Coppelman stated the application is recommended for funding with the following staff recommended contingencies:

- 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 about the discrepancy in the amounts of the NHDES funding and the total application request. It was noted there is a \$250,000 grant from the Drinking Water Trust Fund and the NHDES loan of \$702,500. There is a 35% forgiveness component to the loan which will be available after completion of the infrastructure implementation. The Committee discussed whether an award should include a staff authorized leeway of 20% for the project. It was noted that the 20% leeway would enable the project to move forward seamlessly, even in the event of unanticipated costs or increases.

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

Motion – 2:56 PM

Mr. Way moved to approve the application as presented, with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

The motion carried by a unanimous vote of the Committee.

Town of Barrington – Barrington Oaks Cooperative, Inc. - \$454,804

Ms. Kaylor reviewed the application for the Committee. Barrington Oaks Cooperative, Inc. has a failing septic infrastructure and the New Hampshire Department of Environmental Services supports this project to ensure the health and safety of the residents of this Cooperative, 84% of whom are low-and moderate income. Ms. Kaylor stated the application is recommended for funding with the following staff recommended contingencies:

- 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. None were offered.

Motion – 3:03 PM

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

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

The motion carried by a unanimous vote of the Committee.

F. Public Facilities CDBG-CV Grant Applications

Ms. Easterly Martey noted the updated Action Plan allows for some of the applications received in this funding round to be considered in the CDBG-CV (public services) category because the projects are related to the COVID-19 pandemic.

City of Claremont – Southwestern Community Services/Shelter Upgrades - \$235,000

Ms. Merrill stated she is an employee of the City of Claremont and will recuse from the meeting for review of this application.

Ms. Merrill left the meeting at 3:05 PM

Mr. Coppelman reviewed the application for the Committee. The project will address numerous safety issues which need to be remedied to ensure this shelter can continue to serve women and families by providing safe and clean shelter space. Mr. Coppelman noted approval from the Claremont Historic District has been secured, allowing for exterior improvements to be made to the building. Mr. Coppelman 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. None were offered.

Motion – 3:14 PM

Mr. Walsh moved to approve the application as presented, with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Mr. Dapice seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

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

Ms. Merrill returned to the meeting at 3:14 PM

City of Concord – Riverbend Community Health, Inc./Rehab - \$348,700

Mr. Walsh stated he is an employee of the City of Concord and will recuse from the meeting for review of this application.

Mr. Walsh left the meeting at 3:15 PM

Ms. Kaylor reviewed the application for the Committee. The project is designed to make needed improvements to three (3) buildings where clinical health services are deployed to a clientele of whom 76% qualify as low-and moderate-income. This project also incorporates significant energy upgrades and improvements; both Liberty Utilities and Unitil will provide significant financial incentives related to energy efficiencies. Ms. Kaylor 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. None were offered.

Motion – 3:21 PM

Mr. Way moved to approve the application as presented, with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote:

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

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

Mr. Walsh returned to the meeting at 3:22 PM.

Grafton County - Mid-State Health Center/Child Learning Center - \$500,000

Ms. Kaylor reviewed the application for the Committee. Mid-State Health Center (M-SHC) was informed by the property owner their lease would not be renewed. M-SHC has identified a retail space they wish to purchase and convert into a new child care center to better serve their community. The plan is to preserve existing child care spaces and create additional spaces to accommodate up to sixty (60) children after the project is complete. Ms. Kaylor noted the requested funding amount is for \$500,000 and 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.

The Committee expressed concern about the level of debt service that M-SHC will carry. The project is pursuing USDA funding along with a CDBG Economic Development grant and CDFA tax credits. Funding through Northern Borders is also being pursued and the applicant has been in touch with the New Hampshire Charitable Foundation to determine whether there may be direct grants or gifts available.

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

Motion – 3:30 PM

Ms. Merrill moved to approve the application as presented, with all staff recommended contingencies and with staff authorized leeway to increase the award by 20%, if needed, to account for overage costs. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

Ms. Lorentz	Yes
Mr. Dapice	Yes

The motion carried by a unanimous vote of the Committee.

Withdrawn Applications

Ms. Kaylor informed the Committee there were two applications withdrawn from the funding round.

- Cheshire County had submitted a housing project application but there was a fire at the property which caused substantial damage; the planned scope of work was significantly altered because of the fire and the application was withdrawn based on lack of readiness
- The Town of Colebrook had submitted a public facilities application for the Colebrook Homeowners Cooperative. The project was unable to secure all matching funds, which is a requirement of the CDBG program.

Ms. Kaylor stated CDFA worked closely with both applicants and anticipates each will bring forth a new application when better prepared.

G. Findings on Scoring and Prioritization for HUD CDBG Program Discussion – 3:36 PM

Ms. Easterly Martey informed the Committee work has continued with Root Policy to further the development of scoring metrics for incorporation into the CDBG program. Ms. Easterly Martey stated that much of the feedback from the Committee, as well as stakeholders from across the State, was used to inform the revised metrics. CDFA's Community Progress Indicators will be used in conjunction with scoring metrics and these indicators will be used for another year before being updated.

Ms. Easterly Martey advised the Committee that the ultimate goal is to ensure ease of use for CDBG funds with the hope that more communities will seek out this valuable resource. Ms. Easterly Martey noted scoring categories need additional development; proposed program updates are anticipated to be ready for the 2021 program year. Updates will be incorporated into program guides, which will be available to all interested applicants.

Ms. Easterly Martey asked the Committee to consider providing any additional feedback. The CDFA Board of Directors will be asked to take action on the Action Plan and the Consolidated Plan on April 13th. Feedback from the Committee will be included to the greatest degree possible.

Adjourn – 3:54 PM

There being no further business before the Committee, Mr. Way moved to adjourn the meeting at 3:54 PM. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote.

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