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## **Community Development Advisory Committee Meeting Minutes**

**NH Community Development Finance Authority  
14 Dixon Avenue, Suite 102  
Concord, NH 03301**

Thursday, August 5, 2021  
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Ben Gaetjens-Oleson; *Chair*; Beth Fox; Rob Dapice; Nancy Merrill; Matt Sullivan; Carmen Lorentz; and Theresa Pinto.

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

PUBLIC VIA VIDEOCONFERENCE: Audrey Goudie, *Mid-State Health Center*; and Donna Lane, *CDBG Consultant*.

Mr. Gaetjens-Oleson opened the meeting at 2:00 PM and noted a quorum was present. Mr. Gaetjens-Oleson welcomed Ms. Theresa Pinto to the meeting as the newly appointed designee from the New Hampshire Department of Business and Economic Affairs. Ms. Pinto introduced herself to the Committee and the Committee and staff introduced themselves as well.

Ms. Merrill joined the meeting via videoconference. She was unable to travel to Concord for the meeting. All votes will be by roll call vote.

### **A. Agenda**

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. None were requested.

### **Motion – 2:05 PM**

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

- Mr. Gaetjens-Oleson – yes
- Ms. Fox – yes
- Ms. Lorentz – yes
- Ms. Pinto – yes
- Mr. Sullivan – yes
- Ms. Merrill – yes

The motion carried by a unanimous vote of the Committee.

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

#### **B. Consent Agenda - 2:06 PM**

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

#### **Motion – 2:08 PM**

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

- Mr. Gaetjens-Oleson – yes
- Ms. Fox – abstain
- Ms. Lorentz – yes
- Ms. Pinto – abstain
- Mr. Sullivan – yes
- Ms. Merrill – yes

The motion carried with four (4) yeas and two (2) abstentions of the Committee. Ms. Fox and Ms. Pinto were not in attendance at the June 3, 2021 CDAC meeting and therefore did not vote on the minutes presented.

#### **C. Town of Exeter/Icey Hill Cooperative – Notice of Change in Contract Funding due to Increased Costs from COVID-19 Pandemic**

Mr. Monroe provided a summary of the request from the Town of Exeter/Icey Hill Cooperative and stated there has been a significant increase in construction costs for this project. Additional CDBG funds, in the amount, of \$71,000 are requested by amendment to the original award to ensure the project is able to move forward. Mr. Gaetjens-Oleson called for questions or comments.

The Committee asked for clarification on the project completion date. Mr. Monroe stated it is anticipated the project will be finished by July 2022 but completion may be realized sooner. Mr. Monroe also noted the request for additional funding was filed in time to draw from last year's allocation, but the Committee did not meet in July of 2021 to review the amendment request.

Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 2:12 PM**

Ms. Fox moved to approve the request for additional funds, in the amount of \$71,000, for the Town of Exeter/Icey Hill Cooperative. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

- Mr. Gaetjens-Oleson – yes
- Ms. Fox – yes
- Ms. Lorentz – yes
- Ms. Pinto – yes
- Mr. Sullivan – yes
- Ms. Merrill – yes

The motion carried with a unanimous vote of the Committee.

The Committee asked whether CDFA is prepared and able to fund additional amendment requests. Ms. Easterly Martey and staff noted in an effort to be proactive around this issue CDFA plans to identify funds that can be allocated for project amendments. This will be critical as the pandemic continues to re-emerge and adversely impact projects targeted towards infrastructure, building and renovation.

#### **D. Child Care Discussion**

Ms. Easterly Martey welcomed and introduced Ms. Audrey Goudie from Mid-State Health Center to the Committee and staff. Ms. Easterly Martey stated the childcare sector faces a myriad of challenges for service providers and those seeking quality, affordable child care services. Typically, the cost of operating a child care facility costs 15 to 20% of an organization's total revenue; the margins are extremely tight. When operational costs are minimized, wages for workers increase. Ms. Easterly Martey informed the Committee that CDFA has been working to identify:

- Types of investment which are impactful and create long-term viability for childcare providers;
- Existing funding gaps that may prevent childcare facilities from being developed and/or expanded; and
- Opportunities to support the development of childcare facilities which are financially resilient and provide good wages.

Ms. Goudie shared with the Committee and staff how Mid-State Health Center's childcare facility project came to fruition. Ms. Goudie stated the success of the project has been driven by Mid-State's incredibly strong Board of Directors, which has provided oversight and governance of the childcare initiative. She acknowledged the CDBG Planning grant was instrumental in confirming the significant demand for quality childcare in the region. The study provided their Board confidence in supporting the initiative as the need for quality childcare was clearly demonstrated. Mid-State Health Center also had to pivot mid-project from the concept of a new building to purchasing and re-purposing an existing building. The new state-of-the-art facility will be able to accommodate sixty (60) children, up from twenty (20), and is licensed to provide services for one hundred (100) children.

Ms. Goudie spoke to the impact workforce development has had in garnering full support from Mid-State Health Center. Affordable, quality childcare has helped ensure they can hire and retain workers in the healthcare sector. This particular issue was shared with several other large employers in the region when the project was seeking additional support and potential partners in the project. While other businesses declined support of the project, Mid-State Health Center has seen a sharp rise in requests for childcare now that the new facility is under construction. The organization has placed significant value on having minimal to no debt to ensure a quality wage can be provided to the childcare workers who will staff the new facility. Ms. Goudie noted the impacts created by this project qualify it as both a workforce development and economic development initiative.

#### **Mr. Dapice arrived at 2:24 PM**

The Committee discussed investment of CDBG funds into childcare facilities and if home care-providers and for-profit providers are eligible for CDBG funding. Ms. Easterly Martey noted the key threshold is that at least 51% of the children a provider serves must qualify as low- to moderate-income. For-profit providers must provide scholarships for some of the children they serve.

Ms. Goudie asked whether CDFA can provide guidebooks to grantees to navigate through the CDBG process, which can be complicated and onerous. Ms. Easterly Martey noted CDBG allows both project administration and project management as eligible expenses.

The Committee discussed equitable access to childcare. There are few if any childcare providers who can meet the demand for care during non-traditional hours. In New Hampshire, where there is a significant hospitality industry, there are few if any options for evening and/or weekend care. The Committee suggested this is a gap in care where home-care providers could play a critical role. Ms. Easterly Martey stated it would be interesting to see facilities built which have the capacity to adapt to the different and unique needs of non-traditional hours.

The Committee discussed how to develop a workforce to staff childcare facilities and whether a cooperative learning opportunity could be offered to attract new teachers into the industry. Ms. Easterly Martey noted the State does receive targeted funding from HUD under the TEACH program, which is a pathway for employees in the childcare sector to further their education by pursuing an associate's degree and then a bachelor's degree. There is an unexpected consequence of attrition in this program as oftentimes those who earn a bachelor's degree leave to work in public school systems, where there may be better pay and more professional growth opportunities. The Committee was enthusiastic about a cooperative education model as oftentimes trainees are willing to stay in the industry long-term.

Ms. Easterly Martey reminded the Committee that CDFA has committed to deployment of larger planning grants, which may ultimately lead to more comprehensive projects. She noted a childcare project may fit into this model quite well.

Ms. Easterly Martey thanked Ms. Goudie for being a guest speaker.

### **Adjourn – 3:20 PM**

Ms. Fox moved to adjourn the meeting. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

- Mr. Gaetjens-Oleson - yes
- Ms. Fox – yes
- Ms. Lorentz – yes
- Ms. Pinto – yes
- Mr. Dapice – yes
- Mr. Sullivan – yes
- Ms. Merrill – yes

The motion carried with a unanimous vote of the Committee.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Quinn", written in a cursive style.

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Maureen Quinn, Board Relations Manager

A handwritten signature in blue ink, appearing to read "Ben Gaetjens-Oleson", written in a cursive style.

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Ben Gaetjens-Oleson, Committee Chair