



14 Dixon Avenue, Suite 102  
Concord, NH 03301  
Tel: 603.226.2170  
Fax: 603.226.2816  
www.nhcdfa.org

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

**The Inn at Sunset Hill  
231 Sunset Hill Road  
Sugar Hill, NH 03586**

**August 9<sup>th</sup>, 2022  
9:15 AM**

CDFA BOARD OF DIRECTORS PRESENT: Michael Clafin, *Chair*; Cynthia Harrington, *Vice Chair*; John Manning, *Secretary/Treasurer*; Mary Ann Kristiansen; Robert Tourigny; Rick Wyman; Ben Gaetjens-Oleson; and Jared Reynolds.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; and Maureen Quinn, *Tax Credit Program and Board Manager*.

Mr. Clafin called the meeting to order at 9:16 AM. Mr. Clafin noted that there were no announcements. No members of the public were in attendance

Mr. Clafin reviewed the meeting agenda; he called for any questions, comments, or changes. None were requested.

**Motion – 9:17 AM**

Mr. Gaetjens-Oleson moved to approve the meeting agenda, as presented. Ms. Harrington seconded, and the motion carried by a unanimous vote of the Board of Directors.

No public comment was offered.

**A. Consent Agenda**

Mr. Clafin reviewed the Consent Agenda, which included minutes from the June 14<sup>th</sup> Board of Directors meeting, May 10<sup>th</sup>, 2022, Board of Directors meeting– nonpublic session, and June 2, 2022 Community Development Advisory Committee meeting. He called for questions or comments. None were offered.

**Motion – 9:18 AM**

Ms. Kristiansen moved to approve the consent agenda, as presented. Ms. Harrington seconded, and the motion carried by a unanimous vote of the Board of Directors.

**B. Board of Directors Recommendation Regarding Executive Director Compensation**

Mr. Clafin noted the next item on the agenda was an item which could be considered by the Board of Directors in nonpublic session, under RSA 91-A:3, Paragraph II, Section A, related to compensation of an employee. The Board noted that a recommendation had been made on this issue and nonpublic session would not be required if the Board was comfortable with the recommendation, as presented.

**Motion – 9:20 AM**

Mr. Tourigny moved to approve the recommendation related to the compensation of the Executive Director, brought forward by the Chairman of the Board of Directors. Mr. Gaetjens-Oleson seconded, and the motion passed by a unanimous vote of the Board.

### **C. CDBG Action Items**

Mr. Gaetjens-Oleson presented summaries of two (2) gap funding awards with have been approved and recommended by the Community Development Advisory Committee.

#### City of Claremont/Turning Point Network Relocation & Expansion

The City of Claremont requested \$480,400 in supplemental funds to address projected cost increases directly related to the impacts of COVID-19 and other economic factors on overall construction costs and availability of suitable contractors to complete the project. Supplemental funds will be used to reduce debt (a loan from USDA-RD) and thereby prevent the loss of a staff position. If the position were cut due to the debt burden, services to approximately 220 unduplicated beneficiaries would be lost.

#### City of Rochester/Strafford County CAP/Gafney Home Senior Housing

The City of Rochester requested \$171,116 in supplemental funds to address projected cost increases directly related to the impacts of COVID-19 and other economic factors on overall construction costs and availability of suitable contractors to complete the project.

### **Motion – 9:27 AM**

Mr. Manning moved to approve the two gap funding requests, as presented. Mr. Tourigny seconded.

The Board asked whether there are any funds remaining to be used for supplemental funding. Ms. Easterly Martey noted she anticipates there will be rollover funding, in the range of \$1.3 - \$1.4 million, from the CDBG Economic Development funding pool for FY2023; she noted there is no known additional CDBG supplemental funds (such as CDBG CV) in FY2024. The Board suggested it would be wise to budget for gap funding and asked what other sources of funds could be deployed. Ms. Easterly Martey noted she would like to discuss this issue with the Board in September or October of 2022.

The Board and staff discussed the ongoing challenges in the construction industry. Significant volatility remains in costs, creating budget challenges for projects. More established developers with strong balance sheets continue to dominate the market, contributing to a shortage of quality, established developers. Ms. Easterly Martey noted CDFA offers both a bridge loan program and a predevelopment loan program. The Board asked whether creation of a 0% interest loan fund could be used to support projects with budget challenges. When the market corrects, the program could be phased out.

The Board suggested advising projects and developers about contingency loans prior to construction and noted debt service is preventing some projects from being completed. The Board stressed the importance of ensuring smaller developers have ready access to this opportunity. It was suggested that surveys to projects and developers could be used to help inform what is needed and how CDFA can play a role.

**9:44 AM** Mr. Manning called for further questions or comments. None were offered. Mr. Manning called for a vote and the motion passed by a unanimous vote of the Board.

### **D. Board of Directors – Officers**

Ms. Easterly Martey reviewed the current list of appointed Directors and noted that there are two (2) open seats, one for Labor and the other for Community Development. She continues to work with the Governor's office regarding appointments.

Ms. Easterly Martey noted that in September at the Annual Meeting, a slate of officers will be presented to the Board of Directors for consideration and approval. The leadership succession plan will propose the following:

- Cynthia Harrington, Chairwoman
- Benjamin Gaetjens-Oleson, Vice Chairman
- John Manning, Secretary/Treasurer

#### **E. Quarterly Financial, Quarter Ending 6/30/2022**

Ms. Easterly Martey welcomed Mr. Ian Hart, CDFA's new Chief Financial Officer. She noted the quarterly financials were simply for review and that the audit, to be presented by the auditors in September, will provide a more in-depth review of CDFA's quarter end and year end financials. The Board asked whether there were any concerns identified by the auditors. Ms. Easterly Martey noted there are no concerns at this point. Mr. Hart provided a brief overview of the financials. He called for questions. None were offered.

#### **F. Discussion**

Ms. Easterly Martey noted a number of staff members will be changing their roles in the fall, transitioning to part time roles. The Board requested updated organizational charts to better understand the changes which will be happening. Ms. Easterly Martey noted careful and thoughtful planning has gone into the transition planning and she is confident these transitions will go smoothly and allow CDFA to meet needs and demands with continued consistency.

#### **G. Strategic Plan**

The Board of Directors and CDFA staff engaged in a discussion about the FY23 Living Strategic Plan.

- Staff, board and consultants reviewed proposed revisions to the four FY20 strategic priority areas for the FY23 Living Strategic Plan and shared comments on them.
- Staff, board and consultants reviewed the initial results of interviews conducted with CDFA board members and 21 of CDFA's key partners.
- Staff and board generated questions and posed additional issues related to the four strategic priority areas which surfaced based on the preliminary review of interview data.
- Staff and board brainstormed and discussed needs (competencies, skills, etc.) to carry out existing and new priorities.
- Everyone discussed steps for moving forward with the process

#### **H. Adjourn – 1:35 PM**

There being no further business before the Board of Directors, Mr. Tourigny moved to adjourn the meeting. Mr. Manning seconded, and the motion carried by a unanimous vote of the Board.

Respectfully submitted,



Maureen Quinn, Board Relations Manager

*Michael Claffin*

Michael Claffin, Chairman of the Board of Directors