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Community Development Advisory Committee Meeting Minutes

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

Thursday, December 1, 2022
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson; *Chair*; Matt Walsh; Matt Sullivan; Elizabeth Fox; and Ignatius MacLellan.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Mollie Kaylor, *Director of Housing and Community Development*; Chris Monroe, *Community Development Manager*; Melissa Latham, *Director of Communications and Policy*; and Felicity Winters, *Executive and Marketing Assistant*.

Mr. Gaetjens-Oleson opened the meeting at 2:02 PM.

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

A. Agenda

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

Motion – 2:03 PM

Ms. Fox moved to approve the agenda, as presented. Mr. Walsh seconded. The motion carried by a unanimous vote of the Committee.

B. Consent Agenda

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

Motion – 2:04 PM

Mr. Walsh moved to approve the consent agenda, as presented, and Mr. Sullivan seconded. The motion carried by a vote of three members of the Committee with two abstentions. Mr. MacLellan and Ms. Fox abstained due to being absent at the previous meeting.

C. Community Development Block Grant Planning Application

Mr. Gaetjens-Oleson invited Ms. Kaylor to present the Community Development Block Grant planning application from the Town of Conway.

Ms. Kaylor stated the Town of Conway is requesting \$25,000 in CDBG Planning Grant funds to be subgranted to the Way Station, a nonprofit organization which provides services to adults and families experiencing homelessness or housing insecurity in the Mt. Washington Valley area. The project will fund architectural and engineering reports and planning recommendations needed to inform the future rehabilitation and repurposing of their current facility. The Way Station serves about 35 households weekly, and 100% qualify as low-to moderate income.

The Way Station has provided basic services to the homeless and housing insecure residents of the area for the last three years. They are working to address needs that were not previously being met in the region; there is no homeless shelter and only one domestic violence shelter in Carroll County. The nearest homeless shelters are about an hour and a half away in neighboring counties. The building currently houses administration space and a day resource center, that provides laundry and shower facilities as well as space to meet with support staff and local social services providers.

Both the physical layout and the outdated infrastructure of the building significantly hinders the ability to efficiently support clients. Rehabilitation will enhance day services and other programming and expand their services to include transitional housing units.

Ms. Kaylor stated that staff recommends this application be funded 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 discussed the need for transitional housing units within the region, as well as the impressive path the organization has taken building its capacity to expand critical services.

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

Motion – 2:15 PM

Mr. Walsh moved to approve the application from the Town of Conway for \$25,000, as presented, with all staff recommended contingencies. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

D. CDBG-CV Update

Ms. Kaylor provided the Committee an overview of CDFA's CARES Act allocations received via the CDBG program and to be expended specifically for the prevention of, preparation for, and response to COVID-19. CDFA developed priorities for deployment of these funds based on state, municipal, nonprofit partner and stakeholder feedback. Working closely with the Committee, CDFA quickly implemented programs to provide communities and nonprofits access to these federal CARES Act resources, while continuing to advance typical annual funding rounds.

Programs included: funds to support direct grants to microenterprises (businesses with up to five employees); a new public services program to address the needs of the most vulnerable populations within New Hampshire communities; and support for housing and public facilities infrastructure projects that were in response to the pandemic that addressed needs like air quality and ventilation, systems upgrades, etc.

Mr. Monroe provided the Committee a review of the public services programs, high-priority investments, project examples and unique approaches to leveraging the funds, as well as lessons learned through the implementation of this new program area.

The Committee discussed additional lessons learned as they worked alongside CDFA to support new program implementation and approval of a significant volume of applications for CARES Act resources.

E. CDBG Program Update

Ms. Kaylor provided an overview of the memo to the Committee regarding proposed program updates for the new calendar year. Proposed updates included: minor adjustments to scoring criteria; an updated Core Data Index; review of grant administration fees; updates to the microenterprise program and energy policy.

The Committee discussed the history of grant administration fees and the benefit of increasing the eligible amount to help increase capacity in this area of work. Additionally, the Committee discussed the opportunity to incentivize support for microenterprises within Community Center Areas and Economic Revitalization Zones. The Committee supported the idea of incentives for both designations as they both can have potential impacts to the types of communities and businesses CDFA and its microenterprise partners are aiming to serve.

The Committee provided consensus on the proposed program updates and agreed CDFA staff should move forward with implementing them in January 2023.

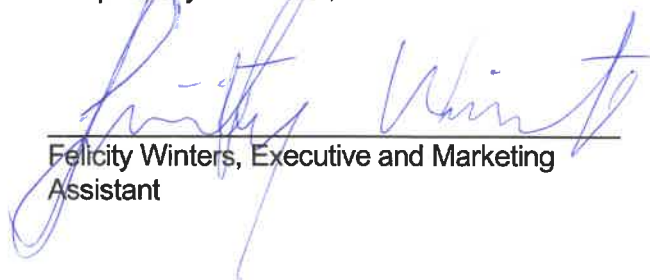
F. Executive Director Update

Ms. Easterly Martey discussed CDFA's search of a new Director of Economic Development and requested the Committee share the opportunity within their networks. She also provided a brief update on the potential Community Center Program with additional information likely being available by the January 2023 meeting.

G. Adjourn – 3:04 PM

Ms. Fox moved to adjourn the meeting. Mr. Sullivan seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,



Felicity Winters, Executive and Marketing
Assistant



Benjamin Gaetjens-Oleson, Committee Chair