



Community Development Advisory Committee Meeting Minutes

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

Thursday February 1, 2024
1:30 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson; Elizabeth Fox; Joseph Doiron; Matthew Walsh; Matthew Sullivan; Anne Duncan Cooley; and Ignatius MacLellan.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Mollie Kaylor, *Director of Housing and Community Development*; Rebecca Boisvert, *Director of Community Center Investment Program*; Scott Maslansky, *Director of Clean Energy Finance*; Priscilla Baez, *Contract Manager – Community Center Investment Program*; Julius Peel, *CDBG Program Administrator*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

CDFA CONSULTANTS: Shelley Hadfield and Glenn Coppelman.

PUBLIC: Jeffrey Hayes, *Lakes Region Planning Commission*, and Todd Horner, *Southwest Region Planning Commission*.

Mr. Gaetjens-Oleson called the meeting to order at 1:34 PM. He noted two members of the public in attendance, Mr. Jeffrey Hayes of Lakes Region Planning Commission and Mr. Todd Horner of Southwest Region Planning Commission. Ms. Easterly Martey welcomed and thanked Ms. Shelley Hadfield and Mr. Glenn Coppelman for working alongside CDFA staff to review the second round of applications for this funding opportunity.

Mr. Gaetjens-Oleson stated there were no announcements.

Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any questions or comments. None were offered. He called for a motion.

Motion – 1:35 PM

Ms. Fox moved to approve the agenda, as presented. Mr. Doiron seconded, and the motion passed by a unanimous vote of the Committee.

Mr. Gaetjens-Oleson called for public comment; none was offered.

A. Consent Agenda

Mr. Gaetjens-Oleson reviewed the consent agenda, which included the minutes from the January 11, 2024, Community Development Advisory Committee meeting. He called for questions or comments; none were offered. Mr. Gaetjens-Oleson called for a motion.

Motion – 1:36 PM

Mr. MacLellan moved to approve the consent agenda, as presented. Ms. Fox seconded, and the motion passed with five (5) yeas votes from the Committee; there was one abstention.

B. CDBG Transformational Planning Grants

Ms. Kaylor stated she would be presenting two (2) applications for CDBG Transformational Planning Grants. She noted that two members of the public, Mr. Jeffrey Hayes of the Lakes Region Planning Commission and Mr. Todd Horner of Southwest Region Planning Commission were in attendance in support of these applications.

Ms. Kaylor noted this is a relatively new type of funding opportunity, the genesis of which came from outreach efforts that were a part of the five-year HUD Consolidated Planning process. The intent of transformational planning grants is to provide a maximum amount of \$100,000 (an increase from the traditional \$25,000 max for a planning grant) to fund projects that have a broader scope and the potential to create higher impact than traditional planning grants. As the transformational planning grant model was developed critical areas for investment were identified, including:

- Housing;
- Childcare; and
- Economic Opportunities for people who qualify as low -and moderate-income.

Ms. Kaylor stated \$200,000 had been allocated for this type of planning grant for CDBG Program Year 2023. She informed the Committee that the two applications before the Committee for review and consideration are very similar, with two different county applicants, each with a group of Regional Planning Commissions as subrecipients.

County of Cheshire – Transformation Planning Study 1:43 PM

Ms. Kaylor presented the application from the County of Cheshire with Southwest Region Planning Commission as the subapplicant. Three other RPC's will be carrying out activities under this grant, with Southwest Region Planning Commission taking the lead. She noted the purpose of this planning grant is to address the State's housing crisis through various planning, coordination, and technical assistance activities. Particular efforts may focus on accessory dwelling units (ADU), water and sewer infrastructure, and Brownfield sites planning activities. These efforts complement work already done by the RPCs to develop their Regional Housing Needs Assessments. Used in concert with NH Housing Toolbox – a set of specific policy tools which can be used as a strategy screen and to inform best approaches – the transformational planning grant will further strengthen the developing infrastructure to help the participating subrecipients continue to address housing needs in their communities.

The Committee asked if the NH Housing Toolbox has a timeframe or schedule for deliverables. Ms. Kaylor noted work should be completed within one year. It was noted the grouping of a number of subrecipients under the umbrella of a single applicant creates efficiencies and reduces overall development costs. The Committee did ask why Coos County was not a participant in this grant. It was noted that they declined to participate due to a current lack of capacity but that other funding resources to address these issues in Coos County have been received.

Mr. Matt Sullivan arrived at 1:54 PM

Ms. Kaylor noted the application is recommended for funding with the following staff recommendations and 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 what the maximum score for this type of application could be, noting this project scored twenty-three points. Ms. Kaylor noted the maximum score is twenty-five points. The scoring matrix for traditional planning grants was used; it was good but could be improved since the use of these funds is different. Consideration has been given to development of scoring specific to future transformational planning grant applications.

Mr. Gaetjens-Oleson called for further questions or comments; none were offered. He called for a motion.

Motion - 1:57 PM

Mr. Doiron moved to approve the application from the County of Cheshire for a \$100,000 transformational planning grant for a Regional Planning Commission Planning Study, with all staff recommended conditions. Mr. MacLellan seconded, and the motion carried by a unanimous vote of the Committee.

Grafton County – Transformational Planning Study 1:57 PM

Ms. Kaylor presented the application from Grafton County with Lakes Region Planning Commission as the subapplicant. Three other RPC's will be carrying out activities under this grant, with Lakes Region Planning Commission taking the lead. She noted this application is very similar in structure as the application from Cheshire County with the purpose of this planning grant is to address the State's housing crisis through various planning, coordination, and technical assistance activities. Particular efforts of this grant include downtown redevelopment, water and sewer infrastructure, and Brownfield sites planning activities. Other activities may also include housing development leveraging local renewable energy.

Ms. Kaylor noted the application is recommend for funding with the following staff recommendations and 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.

Mr. Gaetjens-Oleson called for questions or comments. None were offered; he called for a motion.

Motion 2:00 PM

Ms. Fox moved to approve the application from Grafton County for a \$100,000 transformational planning grant for a Regional Planning Commission Planning Study, with all staff recommended conditions. Mr. Sullivan seconded, and the motion carried by a unanimous vote of the Committee.

Ms. Easterly Martey thanked staff for their work to bring forth two transformational planning grant applications, noting that the CDBG program can be challenging. She noted the work on the next 5-year HUD Consolidated Plan will allow CDFA to review this type of grant and incorporate changes which may be both reasonable and helpful to applicants.

C. 2023 Community Center Investment Program

Ms. Easterly Martey provided an update on the Community Center Investment Program. She noted the Committee will be reviewing the second round of applications, funded by the State of New Hampshire's American Rescue Plan Act (ARPA). The program was funded with \$20 million, intended for statewide investment into Community Centers offering multiple services. Ms. Easterly Martey noted these investments are important and impactful, as they contribute to the vibrancy of NH communities. CDFA used a set of threshold

criteria – the same criteria used in the first round of funding – to consider applications received in the second funding round.

Prior to the application deadline, CDFA had more than 400 engagements in workshops about the program, sixty-one one-to-one technical assistance engagements were provided by CDFA staff, and more than 200 hours of engagement, technical assistance or education were provided by CDFA. Ms. Easterly Martey noted \$5.4 million remains to be funded. Thirty-six applications requesting over \$24 million were received. She noted that CDFA has requested additional funds from the State, in the hope that some of the applications which met threshold and scored sufficiently can be funded.

Seventeen applications demonstrated consistency with threshold criteria; twelve of the seventeen projects also scored well enough (a minimum of 100 points) to be considered for funding.

Ms. Easterly Martey noted a broad range of applications were received from traditional (bricks and mortar) community centers, but there are also applications for construction/renovation of outdoor spaces and from groups working with priority populations. The Committee noted the demand for this funding reflects the scarcity of resources typically available for these types of organizations.

D. 2023 Community Center Investment Program – Recommendations for Funding

Ms. Easterly Martey noted Ms. Boisvert, Mr. Maslansky, Ms. Hadfield and Mr. Coppelman would be presenting brief summaries of each application recommended for funding. She thanked them for their diligent work in reviewing the applications and preparing each for presentation to the Community Development Advisory Committee for review and consideration.

Mr. Coppelman stated he will be reviewing the first application, from Friends of Grafton Library. He noted all project applications will have the same five (5) conditions tied to any funding provided. It was noted there are some applications that will have an extra condition, or two, and those additional condition(s) will be noted. The defined conditions which will be applied to all applications recommended for funding include, but are not limited to:

- All recommendations are 'up to' the recommended amount for eligible expenses only;
- All grantees must have an approved compliance plan on file prior to the release of funds;
- Sufficient funds are available and allocated to CDFA by the Governor's Office for Emergency Relief and Recovery;
- All other usual and customary CDFA contract terms; and
- The use of funds conforms with State, Federal regulations and CDFA guidance.

Friends of Grafton Library – Grafton Library Barn

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services.

The project scored 150 points and is recommended for an award of up to \$845,844 with all staff recommended conditions, and

- Passage of a Warrant Article at the March Town Meeting to accept the gifted barn

Motion – 2:20 PM

Mr. Walsh moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted. Ms. Duncan Cooley seconded and the motion carried by a unanimous vote of the Committee.

MainStreet Warner Inc. – MainStreet Warner Lodge

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services.

The project scored 135 points and is recommended for an award of up to \$258,475 with all staff recommended conditions.

Motion – 2:26 PM

Mr. Doiron moved to approve the application for funding, as presented, and with all recommended staff conditions. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

The Grapevine Family & Community Resource Center – Providing a Safe and Stable Teen Center Location for Youth

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services, and Recreation.

The project scored 135 points and is recommended for an award of up to \$1,000,000 with all recommended staff conditions, and

- The Town receive Planning Board Approval

Motion – 2:34 PM

Mr. Sullivan moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted. Ms. Duncan Cooley seconded and the motion carried by a unanimous vote of the Committee.

Town of Marlborough – Frost Free Library Community Center Addition and Renovation Project

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services.

The project scored 135 points and is recommended for an award of up to \$915,000 with all recommended staff conditions, and

- Successful passage of a warrant article to bond for this project in the amount of \$1.6 million

Motion – 2:41 PM

Mr. Walsh moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee.

City of Portsmouth - Community Campus Upgrades

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Recreation, Community and Social Services.

The project scored 125 points and is recommended for an award of up to \$1,000,000 with all staff recommended conditions.

Motion – 2:47 PM

Mr. MacLellan moved to approve the application for funding, as presented, and with all recommended staff conditions. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee.

Granite State Adaptive – Community Strides

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Recreation, Community and Social Services.

The project scored 120 points and is recommended for an award of up to \$1,000,000 with all staff recommended conditions.

Motion – 2:47 PM

Mr. Sullivan moved to approve the application for funding, as presented, and with all recommended staff conditions. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

Ms. Easterly Martey noted for the Committee that projects approved expend all available funds at this time. The next group of projects for review are recommended for funding IF any projects which scored higher are not able to move forward and/or if the State makes additional funding available.

The following projects are recommended for funding in the event that additional funding becomes available. These projects met threshold requirements and scored well enough to be eligible for awards.

Town of Greenfield – Restoring and Enhancing the Greenfield Community Center

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services, Civic Programs, and Recreation.

The project scored 115 points and is recommended for an award of up to \$1,000,000 with all staff recommended conditions, and.

- Successful passage of town warrant article to accept the project and approve funding

Motion – 3:01 PM

Mr. Doiron moved to approve the application for funding, as presented, and with all recommended staff conditions, and other conditions as noted. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

Littleton Community Center – 2023 Littleton Community Center Retrofit of Energy, Internet and Structural Improvements

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Community and Social Services.

The project scored 110 points and is recommended for an award of up to \$336,812.50 with all staff recommended conditions.

Motion – 3:05 PM

Mr. Walsh moved to approved the application for funding, as presented, and with all recommended staff conditions IF funding should become available. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

Town of Hinsdale – Millstream Community Center Improvement Project

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Recreation, Community, Social Services, and Civic Engagement

The project scored 110 points and is recommended for an award of up to \$224,852 with all staff recommended conditions.

Motion – 3:08 PM

Mr. MacLellan moved to approve the application for funding, as presented, and with all recommended staff conditions IF funding should become available. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

Town of Newport – The Newport Community Center Project

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Recreation, Community and Social Services.

The project scored 110 points and is recommended for an award of up to \$1,000,000 with all staff recommended conditions, and

- Successful financial review

The Committee asked if funds should be available, how would funding be determined for those projects which have the same score. Ms. Easterly Martey suggested if this issue arises, a more in-depth scoring analysis for need and impact, and project readiness can be completed for each project with the same score.

Motion – 3:16 PM

Ms. Fox moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted IF funding should become available. Ms. Duncan Cooley seconded and the motion carried by a unanimous vote of the Committee.

Town of Barrington - Barrington

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Recreation, Community and Civic Programs/Services.

The project scored 105 points and is recommended for an award of up to \$1,000,000 with all staff recommended conditions, and

- Town Approval of Project Design Based on Proposal to Build New Library

Motion – 3:16 PM

Mr. Doiron moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted IF funding should become available. Mr. Walsh seconded and the motion carried by a unanimous vote of the Committee.

Historic Harrisville, Inc. – Harrisville St. Denis Community Center

The project is recommended for funding due to an alignment with the threshold criteria, a strong demonstration of community benefit, project support and capacity to carry out the project. The applicant included evidence that the Community Center has, or will have upon completion of the project, multiple services including Civic, Cultural and Recreational Services.

The project scored 100 points and is recommended for an award of up to \$779,635 with all staff recommended conditions, and

- Historic Commission and Planning Board Approvals are secured

Motion – 3:27 PM

Mr. Walsh moved to approve the application for funding, as presented, and with all recommended staff conditions and other conditions as noted IF funding should become available. Ms. Fox seconded and the motion carried by a unanimous vote of the Committee.

E. 2023 Community Center Investment Program – Not Recommended for Funding

Ms. Easterly Martey summarized applications submitted in this round of funding and not recommended for funding. She provided an overview of challenges applications had in this round, including:

- 19 applicants failed to meet threshold
- 5 applicants failed to secure a minimum score of 100 points, needed to qualify for funding

Ms. Easterly Martey noted many of the applicants failed to offer more than one type of community service/impact; the application required a project satisfy at least two (2) of the five (5) eligible community

activities. The Committee was informed that an Administrative Review process available to applicants not funded. Applicants not funded include the following organizations:

<u>ORGANIZATION</u>	<u>PROJECT TITLE</u>	<u>AMOUNT</u>
Boys & Girls Club Souhegan Valley	B&G Club Souhegan Valley	\$103,777
Claremont Senior Center Inc	Claremont Sr Ctr Energy Upgrades	\$211,522
Friends of Pop Whalen	Friends of Pop Whalen	\$437,817
Hillsborough Community Center Inc	Hillsborough Community Center	\$1,000,000
Laconia Area Community Land Trust	Gale School	\$800,000
Li'l Iguanas Childrens Safety Foundation	Li'l Iguanas Family Resource Ctr	\$517,113.59
Mondanock Art X Tech	MAXT Makerspace at Noone Falls	\$125,000
Newfound Lake Region Association	Newfound Lake Conservation Center	\$500,000
The Pittsfield Youth Workshop	The Pittsfield Youth Workshop	\$1,000,000
Town of Goffstown	Grasmere Town Hall ADA Elevator	\$873,000
Town of New Durham	New Durham 1772 Meetinghouse	\$777,381.07
Town of Newmarket	Newmarket Community Center Retrofit	\$1,000,000
Town of Swanzey	Swanzey NH Grange Community Ctr	\$850,710
Town of Wilton	Wilton Community Pavilion	\$127,907
Town of Canaan	Canaan Town Library	\$915,213
Vaughan Community Services	Vaughan Community Services Inc	\$135,832
West Claremont Ctr for Music & the Arts	Claremont Creative Center	\$950,000
Wolfboro Area Recreation Association	The Nick Community & Recreation Ctr	\$1,000,000
Wright Museum of WWII		\$386,825
Bishops Stanley and Ruth Choate Ctr	Wellness & Recreation Center	\$1,000,000
Canterbury United Community Church	The Parish House Community Ctr	\$310,466
Kingston Community Library	Kingston Community Library	\$665,997.62
Town of Atkinson	Atkinson Community Center	\$374,595
Town of Salem	Town of Salem Ingram Sr Ctr	\$686,800

Motion – 3:29 PM

Ms. Fox moved to accept the staff recommendation that applicants which failed to meet minimum program threshold requirements and/or meet minimum threshold scores are not recommended for funding from the Community Center Investment Program funding. Mr. Sullivan seconded, and the motion carried by a unanimous vote of the Committee.

The Committee discussed the applications not being recommended for funding and asked whether any of the applicants had applied in the first round of funding. Staff noted a handful of applicants did also apply for CCIP funding in the first round. CDFA continues to work with some of these organizations who may be well suited to submit an application in the Tax Credit Round. CDFA staff provides technical assistance and guidance as requested.

F. Adjourn – 3:33PM

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Quinn".

Maureen Quinn, Board Relations Manager

A handwritten signature in blue ink, appearing to read "Benjamin Gaetjens-Oleson".

Benjamin Gaetjens-Oleson Committee Chair