



## Community Development Advisory Committee Meeting Minutes

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

Thursday, May 8, 2025  
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Anne Duncan-Cooley; Matthew Sullivan; Matthew Walsh; and Kelly Roy (via videoconference).

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Scott Maslansky, *Director of Clean Energy Finance*; Melissa Latham, *Director of Communications and Policy*; and Felicity Winters, *Executive and Marketing Assistant*; Melanie Steenbeke, *Contract Manager*; Chris Monroe, *Senior Project Manager*.

PUBLIC: Alison Chisholm, *Hannah Grimes Center*; Justin Slattery, *Belknap Economic Development Corporation*.

Mr. Gaetjens-Oleson opened the meeting at 2:04 PM. He noted there were no announcements. Mr. Gaetjens-Oleson requested CDFA staff and Committee members introduce themselves for the members of the public. Ms. Chisholm and Mr. Slattery introduced themselves as members of the public to the Committee.

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

He noted that Ms. Roy is participating remotely due to illness and all votes will be by roll call.

### **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 – 2:06 PM**

Mr. Walsh moved to approve the agenda, as presented. Mr. Sullivan seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- |                       |     |
|-----------------------|-----|
| • Mr. Gaetjens-Oleson | Yes |
| • Ms. Duncan Cooley   | Yes |
| • Mr. Sullivan        | Yes |
| • Mr. Walsh           | Yes |
| • Ms. Roy             | Yes |

The motion passed with five yeas.

## **B. Consent Agenda**

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the April 3, 2025 Community Development Advisory Committee minutes. He called for any questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

### **Motion – 2:07 PM**

Mr. Walsh moved to approve the consent agenda. Ms. Duncan Cooley seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- |                       |           |
|-----------------------|-----------|
| • Mr. Gaetjens-Oleson | Yes       |
| • Ms. Duncan Cooley   | Yes       |
| • Mr. Sullivan        | Yes       |
| • Mr. Walsh           | Yes       |
| • Ms. Roy             | Abstained |

The motion passed with four yeas. There was one abstention due to absence at the April 3 meeting.

## **C. CDBG Economic Development: Microenterprise**

Ms. Duncan-Cooley recused herself from the Microenterprise round as her organization is an applicant to the program. She left the room at 2:08 PM.

Ms. Donovan provided an overview of the program's history and the current round of applications for consideration. She noted for the 2025 – 2026 program year (starting on July 1, 2025), the applications for consideration by the Committee include three counties applying for funds on behalf of eight current subrecipients and one new subrecipient.

Ms. Donovan shared that for the 2024-2025 program year, CDFA approved contract amendments to 2023-2024 applicants while CDFA was finalizing the evaluation of the SBA-funded Community Navigator Pilot Program (CNPP). The 2024-2025 subrecipients are on target to meet their programmatic goals for the year. Subrecipient River Valley Community College did not renew their funding request due to staff capacity. Cheshire County, on behalf of Monadnock Economic Development Corporation, submitted a new request. Each application has undergone a thresholds review, financial review, compliance plan review and programmatic review.

The Committee asked how it is determined which County will apply on behalf of which subrecipients. Ms. Donovan explained the program is complex due to the nature of serving microenterprises and requires the County to have strong administrative capacity. The three Counties that submitted applications have this expertise. The relationship between the County and subrecipients is not facilitated by CDFA but rather based on relationships, many of which have been developed over time.

The Committee asked whether there is any collaboration among the subrecipient organizations. Ms. Donovan noted the subrecipient organizations do collaborate. Ms. Chisholm and Mr. Slattery were

invited to offer their thoughts and asserted the subrecipients work together to ensure microenterprises across the state have access to the services they need to be successful.

Ms. Donovan provided an overview of all the applicants and their subrecipients, including programmatic highlights or changes. Ms. Donovan discussed the update to the Community Development Block Grant scoring for the Microenterprise Program included a maximum score of 250 points and minimum score of 100 points. Ms. Donovan also explained the staff may make recommendations for minor changes to the scoring in the future and will review the Core Data Index this summer.

Ms. Donovan shared that the new applicant, Monadnock Economic Development Corporation (MEDC), submitted an application they should be proud of, particularly given the complex nature of the program. However, they did not meet the minimum score.

The Committee asked if there is a way to give advice to that subrecipient on how to change things on their application and come back to seek funding in the future. Ms. Donovan stated CDFA will offer technical assistance to the organization as they consider an application for the next round of funding. Ms. Easterly Martey also noted that the simplified scoring used in this round allowed for organizations with strengths in different areas to be successful within the program parameters.

Ms. Donovan shared CDFA's CDBG Action Plan allocates \$2,744,470 for Economic Development, including the Microenterprise Program. Based on significant research and evidence that validates the benefits of investing in microenterprises as a way to build equity and family wealth, the positive experience with direct grants, and expanded marketing and engagement resulting from the Community Navigator Pilot Program, staff recommends approval of a total of \$1,998,509 CDBG-Economic Development funding for the upcoming Microenterprise Program year (July 1, 2025 through June 30, 2026).

Staff recommends applications be funded with the following conditions:

- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- All other usual and customary CDBG contract terms;
- The use of funds conforms with HUD regulations and CDFA guidance; and
- 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.

### **Grafton County**

Ms. Donovan presented the Grafton County application requesting \$750,000 in Microenterprise Program funds on behalf of four subrecipients to provide technical assistance, training, loan assistance and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in northern NH and the Lakes Region. Staff recommendation is as follows:

Subrecipient	# of Beneficiaries	Program Award	Admin Award		TOTAL AWARD
Grafton County					
BEDC	70	253,500	24,765		278,265
CEDC	10	54,600	5,460		60,060

GRDC	40	227,100	22,710		249,810
WREN	19	147,150	14,715		161,865
Grafton subtotal:	139	\$682,350	\$67,650		\$750,000

Mr. Gaetjens-Oleson called for any additional questions. None were presented. Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 2:36 PM**

Mr. Sullivan moved to approve the staff recommendation for Grafton County, as presented. Ms. Roy seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson            Yes
- Ms. Duncan Cooley            Recusal
- Mr. Sullivan                    Yes
- Mr. Walsh                      Yes
- Ms. Roy                         Yes

The motion passed with four yeas. There was one recusal.

#### **Cheshire County**

Ms. Donovan presented the Cheshire County application requesting \$824,974 in Microenterprise Program funds on behalf of three subrecipients to provide technical assistance, training and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in southwestern NH, and assistance to individuals working to start a new microenterprise statewide. Staff recommendation is as follows:

Subrecipient	# of Beneficiaries	Program Award	Admin Award		TOTAL AWARD
<u>Cheshire County</u>					
HGC	50	322,572	30,000		352,572
MEDC	0	0	0		0
SBDC	35	180,250	26,062		206,312
Cheshire subtotal:	85	\$502,822	\$56,062		\$558,884

Mr. Gaetjens-Oleson called for any additional questions. None were presented. Mr. Gaetjens-Oleson called for a motion.

#### **Motion – 2:37 PM**

Mr. Walsh moved to approve the staff recommendation for Cheshire County, as presented. Ms. Roy seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson Yes
- Ms. Duncan Cooley Recusal
- Mr. Sullivan Yes
- Mr. Walsh Yes
- Ms. Roy Yes

The motion passed with four yeas. There was one recusal.

### **Sullivan County**

Ms. Donovan presented the Sullivan County application requesting \$708,625 in Microenterprise Program funds on behalf of two subrecipients to provide technical assistance, training, loan assistance and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in Sullivan County, southern NH and Eastern Lakes Region. Staff recommendation is as follows:

<b>Subrecipient</b>	<b># of Beneficiaries</b>	<b>Program Award</b>	<b>Admin Award</b>	<b>TOTAL AWARD</b>
REDC	85	510,000	26,000	536,000
WEDCO	30	138,250	15,375	153,625
Sullivan subtotal:	115	648,250	41,375	\$689,625

Mr. Gaetjens-Oleson called for any additional questions. None were presented. Mr. Gaetjens-Oleson called for a motion.

### **Motion – 2:41 PM**

Ms. Roy moved to approve the staff recommendation for Sullivan County, as presented. Mr. Sullivan seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson Yes
- Ms. Duncan Cooley Recusal
- Mr. Sullivan Yes
- Mr. Walsh Yes
- Ms. Roy Yes

The motion passed with four yeas. There was one recusal.

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

### **Ms. Duncan-Cooley returned to the meeting at 2:42 PM.**

#### **D. Low-and-moderate Income Solar Program**

Mr. Maslansky provided an overview of the Low-and-moderate Income Solar Program and eligible uses to serve low-and-moderate income populations. Applications to the program need to indicate how the avoided costs from the solar project will support low and moderate income beneficiaries

while meeting guidance from the Department of Housing and Urban Development. It was also noted that more than half the facility needs to be dedicated to supporting low-and-moderate income population, which aligns with CDFA's work within the Community Development Block Grant Program. The program focuses on solar but can include associated energy efficiency measures.

CDFA has two applicants who have come in this round and four applications being reviewed for future consideration by the Committee.

**Monadnock Affordable Housing Corp./Keene Housing – Community Solar – \$150,000**

Mr. Maslansky presented the Monadnock Affordable Housing Corp./Keene Housing application requesting \$150,000 from the Low-and-Moderate Income Solar Grant Program to support the construction and deployment of a five-roof, 280.8kW community solar installation on three properties in Keene and Swanzey. This will benefit 100% LMI housing units and the organization administering the associated vouchers and services. In total, 114 units and an administrative office will be served by this project, which will generate 302,591kWh in the first year resulting in 25-year net savings of \$962,000.

Savings will be invested in future facility improvements. The project will use 100% of the net-metering payments to provide benefits to residents in the form of facility improvements such as those included in KH's 10 yr. capital plan.

The Committee asked how the \$33,000 in savings will go towards supporting the tenants. Mr. Maslansky explained that per guidelines from the Department of Housing and Urban Development the applicant needs to outline the benefits to the tenants resulting from the savings. Options include investments in facility upgrades, free internet, and community gardens, amongst other benefits.

The Committee asked about a capital plan for maintenance and the life expectancy of this technology. Mr. Maslansky explained that the panels often have a warranty of 25 years. Though they have been known to last 40 years, their efficiency will degrade over time. The inverters can last 15 to 20 years.

Mr. Maslansky stated that the staff recommends the application for funding with the following conditions:

- Board of Directors resolution or other approved documentation of commitment to the "Benefit" described in the application;
- Performance Security as described in the application or other approved Performance Security;
- Executed construction documents; and
- Completed utility interconnection agreement.

Mr. Gaetjens-Oleson called for any additional questions. None were presented. Mr. Gaetjens-Oleson called for a motion.

**Motion – 2:54 PM**

Ms. Duncan Cooley moved to approve the application with conditions, as presented. Mr. Sullivan seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson                      Yes

- Ms. Duncan Cooley                      Yes
- Mr. Sullivan                                Yes
- Mr. Walsh                                    Yes
- Ms. Roy                                        Yes

The motion passed with five yeas.

**Lakes Region Community Developers – Bay Street Apartments – \$46,000**

Mr. Maslansky presented the Lakes Region Community Developers application requesting \$46,000 from the Low-and-moderate Income Solar Program to support Bay Street Apartments, a new 12-unit development in Laconia that will house 12 individuals experiencing homelessness or at-risk of homelessness. The project also has submitted a loan request for \$69,000 which will be considered by CDFA's Board of Directors separately.

The building is 100% electric powered and master metered. The 26.6 kW solar array is estimated to produce approximately 28,000 kWh of electricity annually providing annual savings of \$4,000, offsetting the property electric use by approximately 24%. The benefit provided to low-and-moderate income residents will be free internet.

Mr. Maslansky stated that the staff recommends the application for funding with the following conditions:

- Board of Directors resolution or other approved documentation of commitment to the "Benefit" described in the application;
- Performance Security and Collateral as approved by CDFA staff;
- Executed construction contracts;
- Completed utility interconnection agreements;
- Agreement to disclose electric usage data for 12 months following project completion; and
- Evidence of town approvals and permits, if applicable.

The Committee asked how long the award is valid; Mr. Maslansky stated grant activity must be completed within two years of the award. The Committee inquired about the tariff contingency noted in the project write-up. Mr. Maslansky stated the applicant was looking for flexibility within the budget as they finalize costs.

Mr. Gaetjens-Oleson called for any additional questions. None were presented. Mr. Gaetjens-Oleson called for a motion.

**Motion – 3:01 PM**

Ms. Duncan Cooley moved to approve only the grant application with the conditions, as presented. Ms. Roy seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson                      Yes
- Ms. Duncan Cooley                        Yes
- Mr. Sullivan                                  Yes
- Mr. Walsh                                     Yes

- Ms. Roy Yes

The motion passed with five yeas.

#### **E. CDBG Updates for Program Year 2025**

Ms. Kaylor stated a new CDBG fiscal year is approaching and staff are revising the CDBG Application and Program Guide. Ms. Kaylor stated the CDBG Application workshop will be on May 20<sup>th</sup> with deadlines for the CDBG Housing and Public Facilities Programs in July.

CDFA is recommending two revisions to the CDBG Housing and Public Facilities Programs for the upcoming year. One revision will add a minimum score of 100 points, since there is currently no minimum in these programs. The other revision will add a definition for Permanent Supportive Housing which previously did not have a definition; this definition comes from the Department of Housing and Urban Development's Continuum of Care program.

The Committee asked if many projects fall below 100 points. Ms. Kaylor stated that projects do not frequently score below 100 points, however, in the last Housing and Public Facilities round there were two projects that were below 100 points. She noted CDFA staff provide technical assistance to potential applicants to help them determine whether their specific project is aligned with CDBG funding opportunities. The Committee also discussed whether there were specific types of projects which score low and why. Ms. Kaylor provided some examples of reasons why they may, including lower number of beneficiaries, lack of matching funds and a low score from the Community Data Index.

Mr. Gaetjens-Oleson called for any additional questions. None were presented.

#### **F. Executive Director Updates**

Ms. Easterly Martey applauded Mr. Maslansky for his work on the Low-and-Moderate Income Solar Program. She asked Committee members to encourage applications to the Low-and-moderate Income Solar Program.

Ms. Easterly Martey provided an update on the Community Development Block Grant Program, including the anticipated allocation letter from the Department of Housing and Urban Development, as well as the federal budget being discussed for the 2026 program year.

The Committee will meet in June next and will not meet in July. The next meeting will discuss the Consolidated Plan and additional Low-and-moderate Income Solar Program applications.

Mr. Gaetjens-Oleson called for any additional questions. None were presented.

#### **A. Adjourn – 3:15 PM**

Mr. Walsh moved to adjourn the meeting. Ms. Duncan Cooley seconded.

Mr. Gaetjens-Oleson requested a roll call vote:

- Mr. Gaetjens-Oleson Yes
- Ms. Duncan Cooley Yes
- Mr. Sullivan Yes



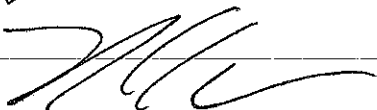
- Mr. Walsh Yes
- Ms. Roy Yes

The motion passed with five yeas.

Respectfully submitted,



Felicity Winters, Executive and Marketing Assistant



Benjamin Gaetjens-Oleson, Committee Chair