

**NH Community Development Finance Authority
Meeting of the Board of Directors****Boys and Girls Club of Greater Manchester
555 Union Street Manchester, NH 03104
May 13th, 2025, 10:30 AM
MINUTES**

CDFA BOARD OF DIRECTORS PRESENT: Ben Gaetjens-Oleson, *Chair*; Diane Fitzpatrick, *Secretary/Treasurer*; Ross Bartlett; Robert Tourigny; Carmen Lorentz; Cynthia Harrington; Peter Rayno; and Cody Morrison.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Melissa Latham, *Director of Policy & Communications*; Scott Maslansky, *Director of Clean Energy Finance*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Melanie Steenebeke, *Contract Manager*; Kirsten Barton, *Community Innovation Manager*; Kim Pacocha, *Accounting Director*; Nate Olson, *Data Specialist*; and Felicity Winters, *Executive and Marketing Assistant*. Rebecca Boisvert, *Director of Community Development*, Priscilla Baez, *Customer Experience Manager*.

PUBLIC: E. Macey Russell, *FHLBank Boston*.

Mr. Gaetjens-Oleson opened the meeting at 10:51 AM. There were no announcements, and one member of the public was in attendance; no public comment was offered. Mr. Gaetjens-Oleson asked the Board and CDFA Staff to introduce themselves to Mr. Russell.

A. Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for a motion to approve the agenda, as presented.

Motion – 10:51 AM

Ms. Lorentz moved to approve the meeting agenda, as presented. Mr. Morrison seconded, and the motion was carried by a unanimous vote of the Board.

B. Consent Agenda

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the following items:

- February 11th, 2025 Executive Committee Minutes;
- April 8th, 2025 Board Minutes;
- April 3rd, 2025 Community Development Advisory Committee Minutes

Motion – 10:51 AM

Ms. Fitzpatrick moved to approve the consent agenda, as presented. Ms. Lorentz seconded, and the motion was carried by a unanimous vote of the Board.

C. Reflections from the Tour - 10:52 AM

Mr. Gaetjens-Oleson began a discussion on a reflection of the Manchester Center City Tour. The Board and staff members participated in the discussion sharing their own experiences and enjoyment of the tour.

With no further questions, the Board moved on to the next agenda item.

D. Early Education and Care Feasibility Study and Update – 11:00 AM

Ms. Easterly Martey shared the ideas within the feasibility study from Early Education and Care (ECE) of what assistance CDFA should provide. Ms. Easterly Martey stated the key themes of the study. Ms. Easterly Martey shared the theme of Immediate Opportunities, which discussed

- Develop a structure for communication and coordination in regions (Manchester and Lebanon) centered on the provider and parent experience.
- Business and Employer Engagements
- Piloted by Upper Valley Solution Fund development and Granite Y EDA Business engagement project (a small part of the workforce project)
- Long-term solutions can be built
- State and Municipal policy
- Immediate budget recommendations leading to mid-term policy recommendations
- Leadership and engagement with BIA, Chambers, and Municipal leaders to amplify solutions and support the coalition

The Board asked if the zoning issue for family childcare is unique to Manchester or occurs everywhere. Ms. Easterly Martey stated that Manchester is actually better off than most areas. Ms. Easterly Martey stated that NH had a law passed that made it a by-right to have at home childcare. Ms. Latham shared that this is the same as the state licensing requirement, but this did not take into consideration that some communities are not in line for their community compliance.

Ms. Easterly Martey shared the Strategies for building early care and Education Solutions and asked the Board for their feedback on the feasibility study and on CDFA taking this project on next year.

The Board asked how we can transition this work across the State. The Board also asked what CDFA would do after this. Ms. Easterly Martey stated that our vision is for this to evolve like the Council on Housing Stability. Therefore, with many folks working on early education currently, hopefully these two pilots will integrate into something more cohesive and collaborative. For example, CDFA will work with partners to identify the role and significance that land use policy has on the impacts of childcare and carry those across the whole state. CDFA would find a set of strategies and supports that would move this forward. The Board stated that childcare has not received the same treatment that housing has, even though this affects jobs.

The Board asked that if CDFA took this on, what measurables could CDFA look at to see if there was success and goals met. Ms. Easterly Martey stated that on page 24 of the study, there are general topics that could assist with measurables. The deliverables are featured on page 8, and those are very specific to Manchester and Lebanon.

With no further questions, the Committee moved on to the next agenda item.

E. Economic Development: Microenterprise – 11:20 AM

Ms. Donovan shared an overview of the Microenterprise program and stated that CDFA's Community Development Advisory Committee met on May 8th to review and consider a total of nine (9) applications submitted for funding. There were four (4) Grafton County applications, three (3) Cheshire County applications and two (2) Sullivan County applications. She noted one project scored below the minimum scoring of 100 points and only eight (8) applications were recommended for funding. She summarized the application round for the Board.

Mr. Morrison stated he would recuse himself from the round. Mr. Morrison is the Executive Director of the Monadnock Economic Development Corporation.

Grafton County:

- The County of Grafton submitted an application 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.

Cheshire County:

- The County of Cheshire submitted an application 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.

Sullivan County:

- The County of Sullivan submitted an application 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.

Recommendation:

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).

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

Motion – 11:35 AM

Mr. Bartlett moved to approve the staff recommendation of the Microenterprise round, as presented. Mr. Rayno seconded, and the motion passed with seven (7) yeas. There was one recusal from Mr. Morrison.

F. Low-and-moderate Income Solar Program – 11:36 AM

Ms. Lorentz and Mr. Morrison recused themselves because of their roles at a Board member or staff member of the organizations being considered for funding.

Mr. Maslansky shared an overview of the LMI Solar Program and stated that CDFA's Community Development Advisory Committee met on May 8th to review and consider a total of two (2) applications submitted for funding. He noted both projects were recommended for funding. He summarized the application round for the Board.

Monadnock Affordable Housing Corporation / Keene Housing – Community Solar – \$150,000

- Grant resources will 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 into future facility improvements.

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

- Bay Street Apartments is a new 12-unit supporting housing development in Laconia that will house 12 individuals experiencing homelessness, or at-risk of homelessness, and are receiving services from Lakes Region Mental Health Center. The building is a 100% electric and is master metered. The high-efficiency design includes air-source heat pumps, a very tight envelope, and high insulation. Energy Recovery Ventilators (ERVs) ensure good air quality, as well as an intelligent fabric vapor barrier. A solar and storage system were in the original scope but precluded by building construction costs. The battery installation for this project will be on a circuit allowing operation of emergency lighting, refrigerators, and three outlets. 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 ~24%.

Mr. Maslanksy shared that the LRCD loan was not presented at CDAC, the separate grant was approved at CDAC. The loan was approved by Ms. Easterly Martey and will be approved by the Board later in the meeting.

With no further questions, Mr. Gaetjens-Oleson motioned to approve the staff recommendation of the LMI Solar program grants.

Motion – 11:40 AM

Ms. Harrington moved to approve the staff recommendation of the LMI Solar program grants, as presented. Mr. Bartlett seconded, and the motion passed with six (6) yeas. There were two recusals from Mr. Morrison and Ms. Lorentz.

G. Lakes Region Community Developers – Bay Street Apartments – 11:41 AM

Ms. Easterly Martey

With no further questions, Mr. Gaetjens-Oleson motioned to approve the Themes and Guidance of the Tax Credit Application.

Motion – 11:41 AM

Mr. Rayno moved to approve the Themes and Guidance of the Tax Credit Application, as presented. Ms. Harrington seconded, and the motion carried by a unanimous vote of the Board.

H. Executive Director Update – 11:42 AM

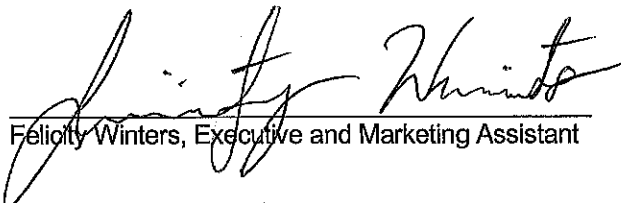
Ms. Easterly Martey shared her update to the Board members through email and asked for questions. There were none. Ms. Easterly Martey asked Ms. Boisvert to share information on the Portsmouth Community Conversation. Ms. Boisvert shared that the event is happening at 6pm on Thursday, the 6th and this will be the final Community Conversation. Ms. Boisvert shared how the process has been going and how these conversations have been run. There will be a formal report created at the end of the 6 conversations with NH Humanities and this will be shared publicly. Ms. Easterly Martey stated that at the next Board meeting in June, the Board will approve the budget and living strategic plan. Tax C and CED applications will be approved at the June meeting.


With no further questions, Mr. Gaetjens-Oleson motioned to adjourn the meeting.

I. Adjourn – 11:57 PM

Mr. Tourigny moved to adjourn the meeting. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Board of Directors.

Respectfully submitted,


Felicity Winters, Executive and Marketing Assistant


Benjamin Gaetjens-Oleson, Board Chair