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Community Development Advisory Committee Meeting Minutes

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

Thursday, September 4, 2025
2:00 PM

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

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 Policy & Communications;* and Maureen Quinn, *Tax Credit and Board Relations Manager.*

Mr. Gaetjens-Oleson opened the meeting at 2:03 PM. He noted there were no announcements. There were no members of the public in attendance; no public comment was offered.

A. Agenda

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

Motion – 2:04 PM

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

B. Consent Agenda

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the June 5, 2025, Community Development Advisory Committee minutes. He called for any questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

Motion – 2:03 PM

Mr. Walsh moved to approve the consent agenda and Mr. Sullivan seconded. Mr. Gaetjens-Oleson and Mr. Doiron noted they would abstain from the vote as neither was present at the June 5, 2025, meeting.

The motion passed with five (5) yeas. There were two abstention(s) due to absence at the June, 5, 2025 meeting.

C. Low-and-Moderate Income Solar Program

Ms. Easterly Martey noted there is one Low-and-Moderate Income Solar Loan which Mr. Maslansky will review with the Committee. She stated because the grant amount is less than $100,000, her authority allowed her to approve the grant; the Committee will be asked to review and affirm her approval of this award. Ms. Easterly Martey invited Mr. Scott Maslansky to present an overview the loan to the Committee for review and consideration.

Mr. Maslansky noted Hope on Haven Hill requested $39,911 in the form of a grant for a rooftop solar array at their Center for Wellness in Rochester, NH. 95% of the beneficiaries are individuals who qualify as low-and moderate-income. The project will reduce electric and operational costs by nearly $2600/month. These savings will be reserved for reinvestment in future energy upgrades.

Ms. Easterly Martey called for a motion.

Motion – 2:08 PM

Ms. Fox moved to affirm the recommendation from CDFA's Executive Director, Ms. Easterly Martey, to fund this LMI solar award, as presented. Ms. Roy seconded, and the motion carried with a unanimous vote of the Committee.

Ms. Easterly Martey and Mr. Maslansky noted there are funds remaining in this program; Committee members were encouraged to share this information within their networks.

D. CDBG-CV Public Service Round 2

Ms. Easterly Martey introduced Ms. Mollie Kaylor. Ms. Kaylor provided an overview of the CDBG-CV funding and noted the State of New Hampshire had received $14.3 million through the CARES Act to be deployed through the Community Development Block Grant program in response to COVID-19. Approximately $1,038,000 in funds remain unexpended; the deadline for fund expenditure is August of 2026.

Ms. Kaylor noted CDFA has launched listening sessions and gathered feedback to identify what needs tied to the COVID-19 pandemic continue to be priorities for communities. A consistent theme identified statewide is long term housing instability and homelessness. CDFA possesses expertise to administer and deploy remaining funds. Targeted support can be accomplished by using data analysis which can better prioritize funding allocations by community, identify service gaps and high-need populations, and monitor outcomes and adjust priorities.

The Committee expressed support for funding existing homeless facilities and programs which could use additional resources to expand services (including expansion of hours, agency support services, winter sheltering, move-out expenses, to include first month rent, etc.). It was noted CDBG Entitlement Communities – Rochester, Dover, Portsmouth, Nashua, and Manchester – were not recipients of CV Public Service funding in the first round and have high rates of unhoused persons so these areas may receive priority need for this funding. The Committee also considered the challenge of how to deploy funds within the constraints of CDBG rules and regulations, while moving with expediency.

Motion – 2:53 PM

Ms. Roy moved to approve and authorize CDFA to create a CDBG-CV funding opportunity; the funding opportunity will include a scoring matrix to be used when evaluating applications. The scoring matrix will be reviewed at the next CDAC meeting. Mr. Doiron seconded. Mr. Sullivan noted he would recuse from voting as he anticipates his employer, the City of Nashua, could be a potential applicant for these funds. The vote passed with six (6) yea votes, and one (1) recusal.

E. CDBG HUD Consolidated Plan Engagement Activities

Ms. Molly Donovan joined Ms. Kaylor and offered an update on the development of the HUD Consolidated Plan. It was noted that CDFA is one of three partner agencies responsible for developing the Consolidated Plan. To ensure the Consolidated Plan delivers funds to address needs in New Hampshire, engagement and listening sessions are critical. Feedback will be sought from communities, other organizations such as RDCs and RPCs, one on one interviews with municipalities, non-profit organizations and developers, and by participation in other organizations' meetings.

Ms. Easterly Martey stated many members of CDFA's staff are actively engaged in helping to inform the development of the Consolidated Plan. She noted CDFA's summer intern completed a comprehensive evaluation of the efficacy of the current data indicators which are used to evaluate a community's need. Two or three indicators are likely to be added to enable a greater understanding of community need and challenges, and existing indicators may be modified or expanded.

The Committee expressed appreciation for this ongoing work. Ms. Easterly Martey noted the Committee will have the chance to review the updates to the data indicators in October and likely will be asked to vote to formalize changes in November.

Ms. Kaylor noted the final steps of the Consolidated Plan will include a series of public meetings in early 2026; the Committee was encouraged to share information related to this process with communities and/or organizations which may be interested in what priorities will be included in the final proposal to HUD.

F. Adjourn – 3:33 PM

There being no further business before the Committee, Ms. Fox moved to adjourn the meeting. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,

Maureen Quinn

Maureen Quinn, Board Relations Manager

Benjamin Gaetjens-Oleson, Committee Chair