



**Executive Committee
NHCDFA Office
14 Dixon Ave
Concord, NH 03307**

MINUTES
January 6th, 2026
2:00 – 3:00 PM

CDFA EXECUTIVE COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Diane Fitzpatrick, Peter Rayno, Cynthia Harrington.

STAFF: Katherine Easterly Martey, *Executive Director*.

Mr. Gaetjens-Oleson opened the meeting at 2:04 PM and stated there were no announcements. He called for public comment. None was offered.

A. Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda. No changes were requested. He called for a motion to approve the agenda, as presented.

Motion – 2:05 PM

Ms. Harrington moved to approve the meeting agenda, Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

B. October 14, 2025 Committee Minutes

Mr. Gaetjens-Oleson called for a motion to approve the Executive Committee from October 14, 2025.

Motion – 2:08 PM

Ms. Fitzpatrick moved to approve the minutes, as presented, Ms. Harrington seconded, and the motion carried by a vote of three yeas and one abstention from Mr. Rayno as he was not present at the last meeting.

C. CDBG-CV Public Service Grant Applications

Ms. Easterly Martey provided an overview of the CDBG-CV Public Services funding round. The Executive Committee has been requested to review and approve of the applications on behalf of the Board of Directors in order to expedite the approval/contracting phases to ensure the funds can be fully leveraged for the winter/early spring sheltering season and in advance of the August 2026 expenditure deadline.

Ms. Easterly Martey reviewed the three applications received, including:

- City of Concord – Concord Coalition to End Homelessness
- City of Manchester – Families in Transition
- Strafford County – Community Action Partnership of Strafford County

She provided the Committee an overview of each staff recommendation, including contingencies, and the following summary of reward recommendations.

Applicant	Sub applicant	Requested CDBG-CV Amount	Recommended CDBG-CV Award Amount	Score
City of Manchester	Families in Transition	\$500,000	\$500,000	229
City of Concord	Concord Coalition to End Homelessness	\$130,000	\$130,000	188
Strafford County	Community Action Partnership of Strafford County	\$452,039.00	\$424,859	150
Total		\$1,082,039	\$1,054,859	

Motion – 2:39 PM

Ms. Harrington moved to approve the application recommendations as presented, contingent upon the final approval of the Community Development Advisory Committee on January 8, 2026. Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

D. Strafford County – St. Anslem’s Planning Grant Revision Request

Ms. Easterly Martey noted the Strafford County planning grant was presented to the Executive Council in December. The Council requested clarification that Strafford County was advancing a pilot and Community Development Block Grant planning funds would be available to all counties in the future for the activities outlined within the grant proposal.

Motion – 2:44 PM

Mr. Rayno moved to concur on behalf of the Board of Directors that the Strafford County planning grant is a pilot. Ms. Fitzpatrick seconded and the motion carried by a unanimous vote of the Committee.

E. Cheshire County – CDBG Planning Grant

Ms. Easterly Martey presented the application from Cheshire County for \$25,000 in CDBG Planning Grant funds to procure an engineering firm to conduct a comprehensive evaluation of a county owned water treatment plant. The project primarily benefits 131 residents of Maplewood Nursing Home, which is located at the county owned property. 75.5% of the residents of the facility qualify as persons of low-to moderate- income. Ms. Easterly Martey presented the staff recommendation, including contingencies.

Motion – 2:50 PM

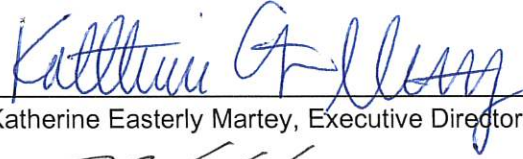
Ms. Fitzpatrick moved to approve the application, as presented, with staff recommended contingencies. Mr. Rayno seconded, and the motion carried by a unanimous vote of the Committee.

F. Discussion Items

Ms. Easterly Martey noted CDFA staff recommended updates to the CDFA Board Handbook to reflect capitalizing Board and staff titles, as well as edits to reflect current practices. The Committee reviewed the recommendations and recommend they be considered by the full Board at an upcoming meeting.

Adjournment – 2:55 PM

Ms. Harrington moved to adjourn the meeting, and Ms. Fitzpatrick seconded. The motion carried by a unanimous vote of the Committee.



Katherine Easterly Martey, Executive Director



Benjamin Gaetjens-Oleson, Chair
CDFA Executive Committee